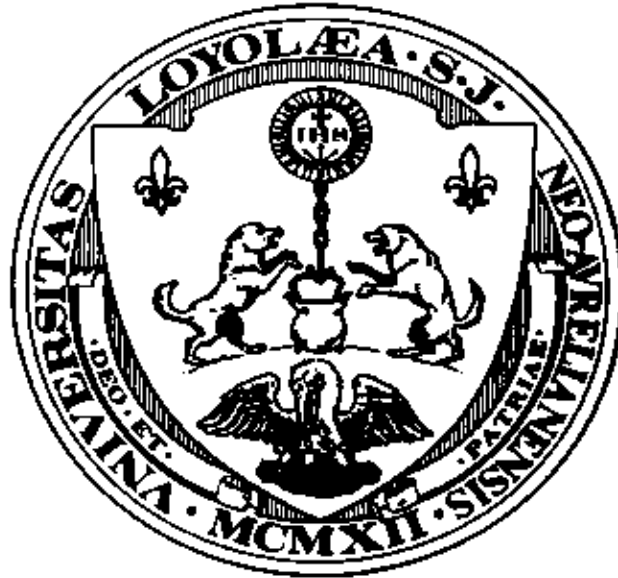


LOYOLA UNIVERSITY NEW ORLEANS FACULTY HANDBOOK



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TABLE OF CONTENTS

INTRODUCTION

A.	History of the University	1-1
B.	Goals Statement	1-2
C.	Statement of Educational Purpose	1-9
D.	Loyola Character and Commitment Statement	1-10
E.	Policy on Affirmative Action/Equal Opportunity Employment	1-13
F.	Statement of Policy and Procedure on Sexual Harassment	1-15

UNIVERSITY ADMINISTRATIVE STRUCTURE

A.	The Loyola University New Orleans Corporation	2-1
B.	Board of Trustees	2-1
C.	President	2-2
D.	Provost	2-3
E.	Vice Presidents	2-3

UNIVERSITY ACADEMIC STRUCTURE

A.	Academic Units	3-1
B.	Deans	3-1
C.	College Administrative Structure	3-2

THE ORDINARY FACULTY

A.	Norms for Appointment and Advancement	4-1
B.	Application of the Norms for Advancement in Rank	4-5
C.	Exceptions to the Norms for Advancement in Rank	4-5
D.	Procedures for New Appointments to the Ordinary Faculty	4-6
E.	Procedures for Promotion in Rank	4-7
F.	Effective Date of Promotion	4-8
F.	Annual Review of Non-tenured Faculty	4-9
G.	Procedures for Review of Non-Renewal of Probationary Appointments	4-9

TENURE

A.	Norms for Granting Tenure	5-1
B.	Procedure for Deciding Tenure	5-2

CONTRACTUAL STATUS OF ORDINARY FACULTY

A.	General Policy	6-1
B.	Contractual Status of Tenured Faculty	6-1
C.	Contractual Status of Non-tenured Faculty	6-2
D.	Full-time Employment	6-3
E.	Sabbatical Leave Policy	6-4
F.	Academic Leave	6-6
G.	Leave of Absence Without Pay	6-7
H.	Bilateral Contractual Responsibilities	6-7
J.	Emeritus Status	6-7

PROFESSIONAL RESPONSIBILITIES OF ORDINARY FACULTY

A.	Support of Institutional Goals	7-1
B.	Protection of Rights	7-1
C.	Specific Professional Responsibilities	7-2
D.	Faculty Teaching Assignments	7-3
E.	Faculty Teaching Load	7-3
F.	Responsibilities of Faculty Status	7-5

PROFESSIONAL RIGHTS OF THE FACULTY

A.	Individual Rights of Faculty Members	8-1
B.	Collective Rights of the Faculty	8-1
C.	Academic Freedom	8-3
D.	Grievance Procedure	8-4

TERMINATION OF FACULTY APPOINTMENT

A.	Specific Causes for Termination	9-1
B.	Suspension from Exercise of Faculty Status	9-2
C.	Procedures for Contract Termination for Cause	9-5
D.	Procedures for Termination for Medical Reasons	9-8
E.	Procedure for Termination Because of Discontinuances	9-8
F.	Procedures for Termination Because of Financial Exigency	9-9

THE SUMMER SESSION

A.	Obligations	10-1
B.	Eligibility	10-1
C.	Priority	10-1
D.	Responsibility	10-1

LOYOLA UNIVERSITY NEW ORLEANS LIBRARIES

- I. The University Library 11-1
- II. The Law Library 11-6

LAW CLINIC FACULTY

- A. Norms for Appointment and Advancement on the
Non-tenure-track in the Law Clinic 11A-1
- B. Norms for Appointment to the Rank of Clinic Professor 11A-2
- C. Grand-parenting of Incumbent Clinicians 11A-4
- D. Arrangements for All Full-time Clinic Faculty Who
are Appointed Under the Provisions for This Chapter 11A-4
- E. Annual Review of Clinic Faculty Serving Under
One-year Contracts 11A-5
- F. Procedures for Review of Non-renewals of Probationary
Appointments 11A-5

FRINGE BENEFITS FOR FACULTY

- A. Insurance and Retirement 12-1
- B. Other benefits 12-2

THE LOYOLA UNIVERSITY NEW ORLEANS SENATE

- A. Constitution 13-1
- B. By-Laws 13-5

PROVISION FOR FACULTY HANDBOOK REVISION

- A. University Faculty Handbook Revision Committee 14-1
- B. Sources of Proposed Revisions 14-1
- C. Procedure for Negotiated Handbook Revisions 14-2
- D. Procedure for Non-negotiated Handbook Revisions 14-2

THE EXTRAORDINARY FACULTY

- A. Assistant 15-1
- B. Lecturer 15-1
- C. Visiting Professor 15-1
- D. Writer, Artist or Composer in Residence 15-2
- E. Adjunct Professor 15-2

COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS HANDBOOK

Administrative Council	16-2
Affirmative Action and Diversity Committee	16-3
Civil Rights Grievance Committee	16-5
Graduate Council	16-6
Standing Committee of Professional and Continuing Studies	16-8
Standing Committee on the Common Curriculum	16-11
Standing Council for Academic Planning (SCAP)	16-13
Strategic Planning Team	16-15
University Budget Committee	16-17
University Conciliation Committee	16-18
University Committee on Internal Grants	16-20
University Faculty Handbook Revision Committee	16-22
University Rank and Tenure Committee	16-23

OTHER MAJOR COMMITTEES OF THE UNIVERSITY

Academic Affairs Budget Committee	17-2
Associate Deans' Council	17-3
Biever Guest Lectures Committee	17-4
Enrollment Management Committee	17-5
Graduate Fellowships Committee	17-6
Internalization Review and Advisory Committee	17-7
Standing Committee on Student Rights, Freedoms and Responsibilities	17-8
Student Affairs Policy Advisory Committee	17-9
University Board of Communications	17-10
University Courses and Curriculum Committee	17-11
University Film Committee	17-12
University Honors Advisory Board	17-13
University Library Committee	17-14
University Parking Committee	17-15
University Space Allocation Committee	17-16

APPENDICES

- A. [Loyola University New Orleans Charter and By-Laws](#)
- B. [Intellectual Property Rights Policy](#)

CHAPTER ONE

INTRODUCTION

A. *History of the University*

The Jesuit order, also known as the Society of Jesus, was established in the sixteenth century by St. Ignatius Loyola, under the approval of Pope Paul III. From its inception the Jesuit mission has been educational.

The Society of Jesus first came to Louisiana in 1723 to work with the Native American population. More than a century later, in 1847, steps were taken to establish a college of liberal arts and sciences. The following year the Jesuits purchased property at the corner of Baronne and Common Streets in New Orleans, and on February 1, 1849, a college preparatory academy and the College of the Immaculate Conception accepted their first students. The College was organized in the European manner, taking boys from age twelve and, in six or seven years, giving them what today would be called their high school and college training. It is to this college that Loyola University New Orleans traces its origin.

In 1904 another New Orleans academy and college were opened, these on St. Charles Avenue opposite Audubon Park. These associated institutions were known as Loyola College. A few years later, in 1911, the Society of Jesus reorganized its New Orleans schools, the College of the Immaculate Conception and Loyola College uniting on the nineteen-acre St. Charles Avenue site, which is the present location of Loyola University. At the same time the two preparatory academies united at the Baronne Street location, becoming the present Jesuit High School.

At the request of His Excellency, the Most Reverend James J. Blenk, Archbishop of New Orleans, Loyola College was expanded to become Loyola University in the fall of 1911. The University was duly incorporated by the General Assembly of Louisiana and empowered to grant all University degrees in 1912.

Loyola University New Orleans has continued to evolve over the years, seeking always to respond to the changing needs of its students and the community. In the 1960s LUCAP (the Loyola University Community Action Program) was established as a service organization for economically and culturally deprived citizens and as a community forum for the airing of issues concerning social justice. At the same time the Upward Bound program was created to give academic opportunities to students who might otherwise not have pursued a higher education.

The physical campus has also continued to grow. In the 1960s a new science building was erected; in the 1970s a new law building was built, and another building was thoroughly renovated to house the humanities departments. In the 1980s the Music-Communications building was constructed and the Broadway Campus was acquired. The former Mercy Academy was purchased in the 1990s. While the ongoing physical development of the campus bespeaks a kind of health, the educators at Loyola University New Orleans are most proud of their institution's ability, since 1911, continually to address the most deeply significant moral and intellectual demands of our society and world. It is to this historical tradition that Loyola remains firmly committed.

B. Goals of Loyola University New Orleans

The following statement represents many months of work by faculty, administrators and students at Loyola. It was mandated by the Council on Academic Planning, approved by the Standing Council for Academic Planning and approved in July 1971 by the Board of Trustees. Revisions proposed by the Standing Council for Academic Planning and approved by the Board of Trustees in July 1973, January 1977 and May 1983 are incorporated in this edition of the Goals Statement.

Loyola University New Orleans is a Catholic Institution

Loyola University New Orleans, as a Jesuit university, is committed to the belief that Christianity presents a world view which is meaningful in any age. Although the message of Christianity is not wedded to any given philosophy, science, art or politics, it is still not compatible with every point of view.

The person is central in a Catholic university. Its task is to equip its students to know themselves, their world, their potential and their Creator. To perform this function properly, it must strive to be one academic community composed of administrators, faculty, and students, both laypersons and clerics. This community must be composed in a manner fitting to our pluralistic society and ecumenical age. It can, therefore, be made up of many whose modes of commitment to university aims differ: of those who have dedicated their lives to the Christian faith commitment, of those who live non-Christian faith commitments, and of some who live no formal faith commitment at all. Religious and non-religious, Christian and non-Christian, all will dedicate themselves to the mission of this Catholic university, each in his or her own way. All will cooperate in the search for truth, either by exploring the inner dynamism of Christianity and its implications for the present or by provoking the quest for truth in others. All are bound together by a common search for knowledge. All are dedicated to the discovery and promulgation of truth.

The community in quest of truth has a reverence for creation, not only the creations of God and the creations of people, but for life itself as a fountain of creativity. Reverence for creation fosters universal concern and dedication. All who are concerned for and

dedicated to the truth are welcome in the Loyola University New Orleans community. Only those who condemn the commitments of those who seek the truth will not find a home here.

The Catholic university must foster among its students, its faculty, and the larger community a critical sense. To think critically one must have a place to stand. Criticism must be based upon agreement on basic values and principles. Without this there can be no meaningful disagreement. Loyola University New Orleans stands on its Catholic commitment. This commitment is not the end of a search, but the beginning of an inquiry into other traditions, other regions, other religions. Loyola seeks to hand down a heritage even as it learns and teaches methods of thinking which will revivify the heritage and breach new frontiers of knowledge.

Because Loyola University New Orleans is committed to the Christian tradition, it should support excellence in theological instruction and scholarship as well as recognize the pre-eminent place of theology among the disciplines of higher learning. Catholic teaching should be presented in some structured way to aid the student to form her or his own world view.

Rapid change is a feature of contemporary life. Education should equip students to meet the rapid developments they will encounter and should enable them to make sound judgments as values undergo constant scrutiny. It is the tradition of the Society of Jesus to discern what is good and true in the movements of history. Loyola University New Orleans pledges itself to educate its students to meet change with equanimity, good judgment and constructive leadership. Innovations in the direction of a more Christian and just structure for society are expected of the Loyola community, its alumni and its friends.

Loyola University New Orleans is committed to a serious examination of those conscious and unconscious assumptions of contemporary American civilization that tend to perpetuate societal inequities and institutional injustices. In this endeavor it is particularly concerned with those prevalent economic, judicial and educational attitudes which are inconsistent with the social teachings of the Church.

Loyola University New Orleans Concentrates on Liberal Education

Loyola University New Orleans intends to achieve its goal of integrating the vision of faith with the remainder of human knowledge by concentrating on the liberal education of its students. While Loyola emphasizes studies in the liberal arts, it is also committed to professional study. Liberal studies assist a student to broaden and deepen convictions; professional studies assist a student to actualize convictions. Planning and efforts, therefore, are to be centered on the achievement of excellence in liberal and professional education.

Loyola University New Orleans is aware of the need for innovation in undergraduate education. Because of its size and independent status, Loyola is in a unique position to explore new programs and approaches in education. Loyola should experiment with the full realization that lack of change often implies more risk than change itself.

Loyola's spiritual and material resources will be dedicated to the support of graduate programs if they fulfill one or both of the following criteria:

- (a) they are necessary for strengthening undergraduate programs;
- (b) they fulfill serious community needs.

Loyola University New Orleans Recognizes its Community Responsibilities

Loyola University New Orleans looks forward to its place in the community of the future. The American university of the future will be more involved in community service than the university of earlier decades. Loyola stands ready to do whatever is in its power as an independent Catholic university to solve the problems of American society today.

Loyola University New Orleans should make a serious effort to probe and uncover the latent unity of the Southern people so that together they may build a richer future for their children. Loyola should make conscious efforts to prepare the educationally underprivileged for college life and to make a college education available to them. In particular, Loyola recognizes its obligation to provide such educational opportunities to the Black community, which historically has been deprived of this advantage.

Within the limits of available resources, institutes and programs will be created, developed or discontinued as the need arises under the scrutiny of the Standing Council for Academic Planning. Among present programs are those that serve high school students and teachers, the educationally and economically disadvantaged, nurses, law enforcement agencies and labor.

Loyola University New Orleans is a Community of Scholars

Loyola University New Orleans aims at developing and maintaining a distinctive community of scholars. The bond of this community is the desire of teachers and students to reach academic excellence in their pursuit, not of knowledge alone, but of truth and Christian wisdom. In such a community, students and faculty are in contact with centuries of accumulated wisdom and should be active in shaping this wisdom for a new day. By reason of their formative life within this community, they should be conscious of the achievements and failures of all of human history, particularly those of their own culture and time. As a result, they should be capable of principled judgment in the face of complexity and ambiguity, and humanely moved or divinely inspired to leave behind them a better world than they found.

Such a mission will best be accomplished in our day by a community drawn from many religious, ethnic and cultural backgrounds, and through firm, vigorous and dynamic programs in the arts, humanities, sciences and law. It can be accomplished especially well by programs of studies which cross traditional disciplinary lines. Faculty and students are encouraged to collaborate in the formation of interdisciplinary curricula and programs.

The University's libraries comprise an essential component in the development of a community of scholars. The expansion and improvement of library resources are major objectives of the University. Therefore, Loyola University New Orleans should continue to participate in cooperative efforts among universities designed to reduce unnecessary duplication of library resources and to experiment with innovations such as information retrieval technology.

In sum, Loyola University New Orleans wishes to assist each person in becoming more aware of the problems of society and of his or her ability to correct these problems. Such a person would have a firm moral conviction to live up to his or her obligations to himself or herself, to community, and to God.

The Future of the University

Loyola University New Orleans is potentially strong in three areas that are in some significant way unique: communications, music, and religion. By achieving excellence in these unique areas and sustaining its strong undergraduate departments, Loyola will be a significant force in higher education.

The University should aim at a gradual and studied increase in size of the student body consistent with maintaining quality programs, close student-faculty contact and maximum use of existing resources.

Loyola University New Orleans should increase and make more effective its ties with other colleges and universities in the New Orleans area. The New Orleans Consortium is a good example of how such effective bonds can be forged.

There is an obvious relationship between certain fields of study and the institutions and social movements of the modern city, state and nation. A portion of studies such as business and the social or behavioral sciences should be done off-campus with students examining and working in institutions and agencies actually practicing in these fields. Such study can be an academic activity. It should be undertaken as part of regular academic programs because it is directly related to the subjects for which Loyola University New Orleans takes educational responsibility.

Priorities Involving Planning

One of the principal responsibilities of the Standing Council for Academic Planning (SCAP) is to direct an orderly and systematic planning sequence that will ensure that Loyola University New Orleans is prepared for the future. To fulfill this role, SCAP must carefully examine not only all the elements of any new programs but also assess the viability and quality of existing programs. Economic constraints, educational and professional needs and community expectations are necessary considerations in all recommendations.

As an additional responsibility, SCAP should be active in lending its support to the extension and development of the New Orleans Consortium so that fuller use of the combined resources of facilities, faculties and staff may be made.

Priorities Involving Students

Loyola University New Orleans recognizes that value-oriented education must occur in the context of total human development and is founded upon an appropriate integration of the religious and intellectual development of the student and the education of the whole person. Loyola students should be provided with a foundation of learning experiences which will enable them to develop further their personal values and life goals. For this reason, Loyola expects students to accept responsibility in determining policies, programs and curricular requirements. The University involves students in the planning of their education and the shaping of their environment and encourages student participation in the deliberations of faculty and administration.

Loyola University New Orleans is committed to the development of a culturally and educationally diverse student body and is pledged to represent this diversity in all programs and services which affect student life. One of Loyola's greatest assets is a student body which reflects the cultural diversity of metropolitan New Orleans. Loyola will make every effort to attract a sizable percentage of students from outside of Louisiana and the Deep South to increase the cultural, intellectual and demographic diversity of the student body. Special efforts will be made to encourage students to share their differing cultural perspectives in contributing to the campus community and its programs. In order to ensure this diversity and balance in the student body and maintain the quality of admitted students, the Office of Admissions will continue a careful evaluation of every applicant. Based upon this commitment to diversify the student body, Loyola balances ability and need in making its financial awards.

In keeping with its commitment to educational excellence, Loyola University New Orleans will continue to enrich the student population with outstanding students who will attract other good students and faculty and stimulate all to greater efforts. In support of this goal, special enrichment programs have been established and will be continued and

strengthened. Loyola also maintains a strong commitment to the average and the underachieving student and provides programs to facilitate his or her adjustment to the academic environment.

The University recognizes the importance of providing programs to facilitate the integration of the new student into the University community and to encourage the development of harmonious relationships among the diverse elements of the student body. Loyola University New Orleans provides counseling at every level. Academic counseling should be systematically organized and supervised by the deans, and faculty members should recognize their counseling responsibilities. Personal counseling, growth opportunities and support programs to help the student meet the normal problems associated with making the transition from one life stage to another are provided by Counseling and Career Services. Loyola will continue to establish programs lead by professionally trained personnel to facilitate students' continuing personal and social growth, to help students to develop the skills necessary to cope with academic demands, and to aid them in identifying and pursuing purposeful career goals and future aspirations. Personal and spiritual counseling should complement one another. University Ministry does play a special role in assisting students to adjust both to University life and to understanding the full scope of a Loyola University education. Programs which strengthen the student's social, cultural and academic environment outside the classroom should be supported. Student activities and co-curricular programs which are educational and which prepare students for further leadership will be expanded. Such programs include student government and organizations, prayer groups, organized recreational activities and the Loyola University Community Action Program (LUCAP).

Loyola University New Orleans is cognizant that the student body increasingly includes senior citizens, career persons returning for further education, women preparing to re-enter previous careers and other students in non-traditional programs. As part of the education at Loyola, it is important that these students be strongly encouraged to participate in campus life and to see the University as able to make a significant contribution to their lives outside regular classroom experiences. Facilities, programs, and services will be developed to support the active participation of such students utilizing professional staff, peer assistance, and community referral.

Priorities Involving Faculty

A university is a community of teachers and learners. The knowledge and teaching ability of the faculty place it in a unique position of leadership. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. The faculty sets requirements in courses, determines fulfillment of the requirements, and approves degree candidates for presentation to the President and Board of Trustees.

Within the framework of excellent liberal and professional education, faculty activities should be a studied balance among teaching, research, and community service. These goals can best be realized by a stable, financially secure, and professionally active faculty. Faculty participation in University governance reflects its concern with academic excellence through teaching, research, other scholarly activities and the maintenance of an atmosphere of academic freedom and responsibility. It is expected that Loyola University New Orleans faculty will have active professional interests which will contribute to the vitality of its work in the classroom.

Priorities Involving Curriculum

The university curriculum provides the students, faculty, and administration with a common reference system for the pursuit of academic excellence and scholarship. Loyola University New Orleans is committed to a steady exploration in and experimentation with curriculum design. Curricular reform should be planned and conducted by faculty-student committees working in cooperation with the dean of their college.

So that each undergraduate can achieve a liberalizing education, the curriculum should ensure that instruction be given in the traditional areas of the humanities, sciences, and the fine arts, regardless of the major field of study. This common portion of the contribution reflects Loyola's commitment to participation in the Judeo-Christian intellectual tradition. To achieve this objective, the curriculum must convey a grasp of religious thought and philosophical discourse which frees from ignorance and from mindless conviction and commitment. Each degree program must fulfill all University and college requirements but remain flexible enough to meet the changing needs of the field of study involved.

Differences in the educational objectives of the undergraduate colleges may result in variations in the extent of their participation in the common curriculum. However, the number of major courses required by each program should not be so great as to produce over-specialization of the student. Periodic reviews of the degree requirements should be conducted.

The development of a high degree of ability in expressing ideas both verbally and in writing should form an essential part of each student's education. Moreover, the student should be encouraged to develop a basic competence in those languages that best complement his or her own program of study. In keeping with this, Loyola University New Orleans should continue to explore innovations in instruction in both human and machine languages and encourage utilization of presently available technical aids including computer-assisted instruction. Loyola should also explore the possibility of greater inter-university cooperation and specialization in the areas of language, arts and computer science.

Because of its intrinsic importance, education in the physical and life sciences has held an important place at Loyola University New Orleans. Loyola will continue to make every effort to inculcate scientific literacy in all of its students. Many patterns of thought in our time are grounded in the methods employed by the sciences. College students should be exposed to the disciplines of the natural sciences. Thus, Loyola will continue to devote sufficient resources to maintain its excellent program of service courses for undergraduates in other fields and will make every effort to recruit talented majors in these programs.

An ordered society needs men and women trained in the law and business administration. Loyola University New Orleans has produced and will continue to produce leaders in law, government and business administration. Because Loyola is committed to the Christian tradition, it should provide the leaders of tomorrow with those values which strengthen our society.

Law and graduate students should be offered a liberalizing education, and their respective curricula should ensure that instruction is given in the areas of ethics, professional responsibility and the humanistic concerns of their respective disciplines. Legal and graduate education at Loyola University New Orleans should also reflect Loyola's commitment to participation in the Judeo-Christian intellectual tradition.

The College of Law is committed not only to a theoretical and practical understanding of the law, but also to the highest ideals of social justice and professional responsibility. The College of Law offers a comparative law approach to legal education through its complete common law and civil law programs. It is unique in the community in providing a legal education in the evening.

All Loyola University New Orleans disciplines should provide opportunities for study through seminars, honors courses, discussion courses, independent study, research projects and courses designed by students. Loyola will continue its tradition of close student-faculty contact which has always constituted the basis of quality education.

C. Statement of Educational Purpose

Loyola University New Orleans is a comprehensive Catholic university that embodies the standards of academic excellence synonymous with Jesuit education. As a community united in the search for truth and wisdom, Loyola's faculty, students, and staff are committed to scholarship, service, and justice. Consistent with its Jesuit and Catholic heritage, the university is open to all qualified persons.

As enunciated in Goals of Loyola University New Orleans and elaborated in the Loyola Character and Commitment Statement, the mission of Loyola University is to provide a rigorous education grounded in values for an academically able student body selected from diverse geographic, ethnic, and economic backgrounds. While reaffirming its commitment to the educational needs of the citizens of New Orleans and of Louisiana, Loyola will continue to seek students from throughout the region, the nation, and the world.

To achieve its goals, Loyola University New Orleans recruits faculty who are dedicated to instruction and advising, to research that enriches their teaching, and to service both to the University and to the larger community. To preserve its Jesuit character, Loyola seeks to maintain a substantial presence of Jesuits as faculty members. Acknowledging that education is not limited to the classroom, the institution employs staff who are committed to the education of the whole student. Through the curriculum, advising, University Ministry, co-curricular activities, and student life programming, faculty and staff strive to provide a supportive but challenging environment in which students can realize their individual potentials while coming to recognize their responsibility to serve others. To meet the diverse needs of its students, Loyola offers a curriculum rooted in the liberal arts and sciences and fully supportive of a wide range of pre-professional and professional programs. Though its principal focus is undergraduate education, the institution offers selected graduate programs that are consistent with its mission.

In the Ignatian tradition, Loyola University New Orleans endeavors to develop students into a new generation of leaders who possess a love for truth, the critical intelligence to pursue it, and the eloquence to articulate it. The goal of a Loyola education is not mere technical competence but wisdom and social responsibility.

D. Loyola University New Orleans Character and Commitment Statement

The following statement represents many months of work by both Jesuit and lay faculty, staff and administrators at Loyola. It was written by the Task Force on Jesuit Identity and approved by the Board of Trustees in November 1980.

1. Loyola University New Orleans faces the years ahead with confidence. Relying on God's providence and assiduously practicing the virtue of discernment, we will plan for what lies ahead. Our society is marked by increasingly rapid change, growing complexity, and a burgeoning pluralism. These realities are not without their impact upon our community. Loyola is today a larger, more complex institution than it was thirty years ago. The student body and the faculty are more numerous and more pluralistic in their composition. Moreover, the proportion of Jesuits at Loyola has declined and may show further decline in the immediate future. It appears beneficial, therefore, that we take stock at this juncture and articulate, without diffidence or defensiveness, our self-understanding and our educational vision.
2. Our starting point as a community is our recognition and acceptance of the goodness of all God's creation and the ideal of human solidarity and fellowship under God. Further, we acknowledge the Lordship of Jesus and affirm that God was in Christ reconciling the world to himself. Around this central confession of faith we hope to shape our lives. It would be meaningless for Loyola University New Orleans to label itself Catholic and Jesuit were it not to center its self-understanding upon these truths. Though our world is broken and fragmented by evil, both personal and social, the enfleshment of God's Son as our brother grounds our hope

for the eventual and ultimate victory of goodness and order. God in Christ has called us to choose freely and to follow in the footsteps of our Lord and to do what in us lies to nurture the Kingdom that is aborning in this world where divine and human activities intersect.

3. Motivated by the Christian vision of reality, then, Loyola University New Orleans undertakes its task as a Catholic institution of higher learning in the Jesuit tradition. Loyola's Jesuits have publicly stated that their "mission is essentially religious but specifically intellectual and educational in the broadest and deepest sense." In all phases of this academic endeavor the University community must strive to achieve the excellence that has come to be synonymous with the Jesuit tradition of learning. As a community of educators and scholars, Loyola's faculty and staff must be dedicated to excellence in teaching, in research, and in service to the larger community. The University must provide an environment conducive to growth of its faculty and staff and the development of scholarship and understanding of personal values that is so much a part of the Christian tradition. At the same time, concern for the student as a person is central to the Jesuit educational mission. Above all, Loyola will endeavor to develop in its students a love for truth, the critical intelligence to attain it, and the eloquence to articulate it. By word and example, Loyola will dedicate itself to educate our students in the Christian tradition, which we recognize as "not wedded to any given philosophy, science, art, or politics...[but] still not compatible with every point of view." (Loyola University Goals Statement)

4. While academic excellence and liberal education are the immediate goals of our University community, they cannot be, in view of our commitment as a Jesuit University, the ultimate *raison d'être*. Academic excellence stands in the service of the full human development of persons as moral agents. In this regard, it would be well to recall the role of the Spiritual Exercises of Ignatius Loyola in the development of every Jesuit. After the Gospel, the Exercises are the wellspring of the Jesuit spirit. They endow Jesuit activity with a distinctive quality. Some understanding of the Exercises, therefore, is necessary to understand the ultimate aim of the Jesuit educational endeavor. The Exercises aim to enable a person, with God's help, to make a Christian choice in regard to the most significant truths and values of life. The choice may be a fundamental option or a conversion affecting the totality of one's existence. Again, it may simply issue from a periodic reassessment of priorities. Whatever the matter of choice may be, the decision-making process should be marked by certain characteristics. First, it ought to be disentangled from inordinate attachment, disordered affectivity. It must purge itself of bias, prejudice, and stereotypical thinking. Only so, can it be genuinely free. Second, any significant option ought to be illuminated by human and divine wisdom. No pertinent light that comes to us from history, science, art or religious experience should be ignored. Third, significant choices must not remain merely notional. They must be woven into the texture of one's life; choice must incarnate itself in action.

In the light of the Ignatian ideal, choices are to be made with a commitment to pursuing the greater good in any course of action. Capacity for truly human action is what Jesuit education hopes ultimately to achieve.

5. Because education at Loyola University New Orleans is person-centered, and concerned ultimately with choice and action, the curriculum, spiritual life, and student life must, on all levels and in all areas, be concerned with values. Our goal is wisdom, not mere technical competence. In this regard it is well to recall that the Spiritual Exercises, as the Gospels before them, while world-affirming, condemn self-aggrandizement and promote service to others. Jesus, the man for others, is for us the archetype. Solicitude for others, not mere efficiency or mere bureaucratic convenience, must motivate us to a concern for all members of the University and to ever-widening circles of our concern for our city, our state, our region, our nation, and our planet. Because of our human solidarity, a concern for one, even the least of his brothers or sisters, is a concern for all.

6. It is understandable then, that in the face of our contemporary situation, Jesuits the world over have recently determined that the best way to embody their commitment to the Gospel and the Ignatian Exercises is through the promotion of justice animated by faith. Accordingly, Loyola University New Orleans as a Jesuit university embraces the conclusion of the 32nd General Congregation of the Society of Jesus that Jesuit education must be a catalyst for needed social change, hence dedicated to fostering a just social order.

7. This commitment to social justice can be shared by all who are of good will, thus capable of enlisting the support of our entire community in all its ecumenical diversity and ideological pluralism. We must, therefore, in our policymaking, in our administration, in our entire curriculum, and in the totality of our campus life, strive to bring to life, concern for justice to which our Jesuit and Christian heritage commits us. Further, we must challenge all assumptions in light of this commitment. Consequently, as an institution we must be person-centered, not merely bureaucratically efficient.

8. All members of the University community, regardless of their personal faith-commitment or value system, are urged to collaborate in the promotion, clarification, and pursuit of the objectives set forth in this statement. With full respect for the complexities of a pluralistic culture, with wholehearted commitment to the ideals of religious and academic freedom, and with renewed dedication to the ecumenical spirit of Vatican II, Loyola University New Orleans is open to any person who sincerely seeks for truth and value. Dialogue and debate concerning controversial issues, even religious ones, are not only tolerated but encouraged. Yet, it should be recognized that the University has an identity defined by its mission that relates to every aspect of institutional life. Deliberate derogation from or subversion of these objectives is incompatible with the University's mission, destructive of its identity, and disruptive of the University community well-being.

The University community should make every effort to reconcile any member who finds himself/herself in conflict with these objectives.

9. More could be said about Loyola's identity. However, what has been said should suffice to spur reflection and dialogue. Loyola University New Orleans is a community given to the pursuit of excellence in teaching and scholarship, personal and spiritual development, and to the promotion of justice and faith in accordance with its nature as an institution of learning. One of the leading challenges to any university today, and especially to Loyola in view of its Jesuit and Catholic character, is to teach an ethic of selfless service and sharing that decisively breaks with the present obsession with joyless and insatiable consumption. Education at Loyola succeeds only to the extent that it leads our community to examine how faith relates to society's systemic injustice. Moreover, it fails if it does not demonstrate how faith can be coupled with love to move us to action in the pursuit of justice. Jesuit education, then, is the education of persons for others who seek to act justly, to love tenderly, and to walk reverently in the spirit of Jesus as the man for others.

E. Policy on Affirmative Action/Equal Opportunity Employment

It is the policy of Loyola University New Orleans that no discrimination on the grounds of race, color, sex, disability, age or national origin will exist in any area of the University. This University policy includes, but is not limited to, the requirements of Federal Executive Orders 11246 and 11375, as amended; Order No. 4 of the U.S. Department of Labor; Title 41, Chapter 60-2 "Revised Order No. 4"; Title IX of the Education Amendments of 1972, as amended; and the directives of the President and the Board of Trustees of Loyola University.

While Loyola University New Orleans is firmly committed to and reaffirms its policy of non-discrimination and affirmative action in its recruitment practices, it also reserves its right to grant preference to men and women, minority and majority members who qualify for positions and who accept and support its Christian and Catholic heritage as expressed within the Loyola University New Orleans Character and Commitment Statement and Goals of Loyola University New Orleans. This it must do to maintain its religious and institutional integrity. In accord with this, Loyola, as a Jesuit university, will, in connection with the appointment of faculty and appropriate administrators, take this to be a significant consideration.

As a religious educational institution, Loyola University New Orleans may grant preferences in its employment practices to Jesuits to perform any work connected with the carrying on by Loyola University of its activities. To cite one example, a qualified Jesuit applicant may be favored over a qualified non-Jesuit applicant for an academic position in any department.

This policy applies throughout the University organization and is the responsibility of all departments and personnel, both supervisory and non-supervisory. The particular ways in which this policy and its implicit goals are to be achieved are the essence of the University's Affirmative Action Program.

Inherent in this policy of non-discrimination is the concept of Affirmative Action whereby a set of specific and result-oriented procedures which have been developed assure that efforts are made to realize a fuller utilization of all members of society, especially women and members of minority groups. This policy and program represent a special commitment to the creation of an environment in which each individual is judged solely on merit.

In order that our policy of non-discrimination be fully appreciated, the following specific elements are described:

1. Each budget unit head is required to recruit, hire, train and promote persons in all job classifications without regard to race, color, sex, disability, age or national origin.
2. Each budget unit head is hereby instructed to base decisions on employment and promotion so as to further the principle of equal employment opportunity. These decisions should be influenced, in part, upon the identifiable deficiencies within the budget unit. Where significant deficiencies exist, the budget unit head should expend extraordinary efforts to identify, recruit and employ qualified individuals in such a way as to minimize these deficiencies.
3. Each budget unit head is required to maintain procedures to ensure that promotion decisions are in accord with the principles of equal employment opportunity. Only valid requirements for promotional opportunities may be imposed.
4. Each budget unit head is required to maintain procedures that ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoff, tuition assistance, social and recreational programs, will be administered without regard to race, color, sex, disability, age or national origin.

F. *Statement of Policy and Procedure on Sexual Harassment*¹

Policy

Loyola University New Orleans strives to create and maintain a working and learning environment in which people are treated with dignity, decency and respect. The environment of the University is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Faculty, staff, and students are able to work and learn in a safe, yet stimulating atmosphere. For these reasons, Loyola does not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and through education of faculty, staff, and students, Loyola seeks to prevent, correct and, when necessary, sanction behavior that violates this policy.

All faculty, staff, and students, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee or student who violates this policy.

Any Loyola faculty member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action according to the procedures in the *Faculty Handbook*, Chapter 9. Any Loyola staff member who is found to have engaged in conduct prohibited under this Policy is subject to disciplinary action according to procedures in the *Human Resources Policies, Procedures and Benefits Manual*. Any Loyola student who is found to have engaged in conduct prohibited under this policy is subject to disciplinary action according to the procedures in the *Student Handbook*.

PROHIBITED CONDUCT UNDER THIS POLICY

1. Discrimination:

- a) It is a violation of this policy to discriminate in the provision of employment or educational opportunities, to create discriminatory work or learning conditions, or to use discriminatory evaluative standards if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex, national origin, age, religion, disability status, military/veteran status, or sexual orientation.
- b) Discrimination of this kind is also prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; Title IX of the Educational Amendments of 1972; the Age Discrimination in Employment Act of 1975; the Americans With Disabilities Act of 1990; the Family and Medical Leave Act; the Equal Pay Act, and Louisiana discrimination statutes.
- c) Discrimination in violation of this policy will be subject to severe sanctions.

¹ Approved by Board of Trustees, October 13-14, 2005

2. Harassment:

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment, and Loyola will take appropriate action to swiftly address any unlawful harassment. Harassment is defined as verbal or physical conduct that has as its effect to threaten, intimidate or coerce. Also included are verbal taunting (including racial and ethnic slurs) which, in the employee's or the student's opinion, impairs his or her ability to perform his or her job or studies.

Examples of inappropriate conduct are:

- (1) Verbal: Insulting comments, epithets, slurs or negative stereotyping, regarding a person's nationality, origin, race, color, religion, age, gender, sexual orientation, disability or other protected status.
- (2) Non-verbal: Distribution or display of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility toward an individual or group because of national origin, race color, religion, age, gender, sexual orientation, disability, or other protected status.

3. Sexual Harassment:

Sexual harassment is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment."

Unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment, when:

- a) such advances or requests are made under circumstances implying that one's response might affect educational or personnel decisions that are subject to the influence of the person making the proposal, or
- b) acceptance or rejection of such advances or requests is used as a basis for an employment or educational decision, or
- c) such speech or conduct is directed against another and is either abusive or severely humiliating, or persists despite the objection of the person targeted by the speech or conduct; or

d) such speech or conduct is reasonably regarded as offensive and substantially impairs the academic or work opportunity of students, colleagues, or co-workers. If it takes place in the teaching context, it must also be persistent, pervasive, and not germane to the subject matter. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

(1) Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome requests for dates), and verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

(2) Non-verbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.

(3) Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

There are three types of sexual harassment:

1. "*Quid pro quo*" harassment, where submission to harassment is used as the basis for employment or educational decisions.

Quid pro quo harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc. are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment. Example: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

2. "Hostile work or learning environment," where the harassment creates an offensive and unpleasant working or learning environment.

Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work or educational environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

Again, it is recognized that the academic setting is distinct from the workplace in that latitude is required for professional judgment in determining the appropriate content and presentation of academic material.

3. “Gender-based hostility”, where an individual or individuals are harassed because of their gender.

Procedure

What those who think they are discriminated against or harassed should do:

- a) Loyola wants to stop inappropriate behavior, especially before it becomes a violation of law. The University cannot solve a problem of which it is not aware. Report inappropriate behavior.
- b) Review the complaint procedure set forth in this document.
 - Contact the **Director of Human Resources** to file a complaint against a *staff member*. If the Director of Human Resources is unavailable, or if you are uncomfortable reporting to the Director of Human Resources, you may report to the alternate -- **Manager of Employment and Employee Relations**.
 - Contact the **Provost** to file a complaint against a *faculty member*. If the Provost is unavailable, or if you are uncomfortable reporting to the Provost, you may report to the alternate – **Dean of the College of the faculty member**. For tracking purposes notification of receipt of a complaint will be forwarded to the Director of Human Resources and Director of Risk Management.
 - Contact the **Associate Vice President for Student Affairs** to initiate a complaint against a student. If the Associate Vice President for Student Affairs is unavailable, or if you feel uncomfortable reporting to the Associate Vice President of Student Affairs, you may report to the alternate -- **Associate Director for Residential Development and Judicial Affairs**.
 - Contact the **Director of Risk Management** to initiate a complaint against a non-Loyola community member (sub-contractor, vendor, etc.).

The complainant (the faculty, staff, or student making the complaint) may file a verbal complaint in person with the appropriate party referenced above in part b, Procedures; may use the Harassment/Discrimination Reporting Form; or other written forms of communication. Note: It is not a prerequisite for filing a complaint with the University that the complainant first confront the alleged violator.

The Counseling and Career Services Office and University Ministry provide confidential counseling services to Loyola faculty, staff, and students. Persons wishing to discuss confidentially an incident of possible discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the Office of Counseling and Career Services or University Ministry. The role of the counselor or minister in such cases will be limited to personal counseling and treatment of the person.

Faculty, staff, or students seeking guidance from Loyola clergy or Loyola licensed counselors may invoke a privilege of confidentiality. Faculty, staff, or students who seek confidential advice from counselors or clergy will not be deemed to have filed a formal complaint with Loyola.

What to do if you observe discrimination or harassment:

If you become aware of discrimination or harassment, either from personal observation or as a result of an employee or student coming forward, you should immediately report it to the **Provost or Dean** (faculty alleged violator); the **Director of Human Resources or alternate** (staff alleged violator); the **Associate Vice President for Student Affairs or alternate** (student alleged violator); **Director of Risk Management** (non-Loyola community member).

Complaints in which the alleged violator is a student:

Upon receiving a complaint of discrimination or harassment in which the alleged violator is a **student**, the Associate Vice President for Student Affairs will appoint an impartial investigator who will interview the complainant, the accused, and any witnesses, to determine whether there is a reasonable basis for believing that the alleged violation occurred.

The Investigator will conduct an investigation in a reasonable period of time (in no case exceeding 90 calendar days) and upon conclusion forward the written report to the AVP of Student Affairs who will follow the disciplinary process as outlined in Chapter 10 of the Student Handbook. The appropriate remedial action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made against the respondent; (iii) the quality of the evidence (first hand knowledge, credible corroboration etc.).

The Associate Vice President of Student Affairs will also notify the Director of Risk Management that an alleged violation of the Discrimination and Harassment policy has occurred.

The university disciplinary process for students, as outlined in Chapter 10, Student Handbook, applies to students while they are on the campus of Loyola University, or when they attend functions and events off-campus which are Loyola-related or when their off-campus behavior is a violation of criminal law or constitutes a hazard to the health, safety, or well-being of themselves or members of the University community. The right to appeal is contained in university disciplinary process for students, as outlined in Chapter 10, Student Handbook

Disciplinary proceedings can be carried out prior to, and/or simultaneously with civil or criminal proceedings off-campus. University disciplinary action will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been dismissed or reduced. Written complaints of incidents involving student-on-student, student-on-faculty, or student-on-staff must be filed no later than the last day of the semester following the semester in which the alleged incident occurred (not including the summer).

Complaints in which the alleged violator is a staff member:

Upon receiving a complaint against a **staff member** or being advised that a violation of this policy may be occurring, the Director of Human Resources will review the complaint with the employee's supervisor and the appropriate Vice President. The Director of Human Resources or alternate will promptly initiate an investigation. The Human Resources Director will also notify the Director of Risk Management that an alleged violation of the Discrimination and Harassment policy has occurred.

- 1) During the investigation, the Director of Human Resources or his/her designate will interview the complainant, the respondent, and any witnesses, to determine whether there is a reasonable basis for believing that the alleged that the alleged violation occurred.
- 2) Within a reasonable time of the complaint being filed (in no case more than 90 calendar days), the investigator will conclude the investigation and submit a report of his or her findings to the appropriate Vice President. (If the designate is the investigator, she/he will report first to the Director of Human Resources.)
- 3) If the investigator concludes that there is a reasonable basis to believe that harassment or discrimination in violation of the University's policy has occurred, the Director of Human Resources will recommend to the Vice President of the respondent's Division and to the President that appropriate disciplinary action be taken by the University in accordance with the disciplinary procedure for staff

outlined in the HR Policies, Procedures and Benefits Manual. The appropriate remedial action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made against the respondent; (iii) the quality of the evidence (first hand knowledge, credible corroboration etc.).

- 4) If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, other corrective action may be taken.
- 5) In the case the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, no materials relating to the allegation of harassment or discrimination, the investigation, or finding will be placed in the staff member's personnel file.
- 6) The right to appeal can be found in the Dispute Reconciliation Policy and the Staff Grievance Policy, found in the Human Resources Policies, Procedures and Benefits Manual.

Complaints in which the alleged violator is a faculty member:

Upon receiving a complaint against a faculty member or being advised that a violation of this policy may be occurring, the Provost or Dean will review the complaint, and the faculty member will be immediately informed and provided documents in accordance with Chapter Eight of the Faculty Handbook. For tracking purposes notification of receipt of a complaint will be forwarded to the Director of Human Resources and the Director of Risk Management.

The Provost or Dean will promptly initiate an investigation.

- 1) During the investigation, the Provost or Dean, or his/her designated impartial investigator, will interview the complainant, the accused, and any witnesses, to determine whether there is a reasonable basis for believing that the alleged violation occurred.
- 2) Within a reasonable time of the complaint being filed (in no case more than 90 calendar days), the investigator will complete a written report, which will be provided to the Dean, the Provost and the accused. If the investigator concludes that there is a reasonable basis to believe that harassment or discrimination in violation of the University's policy has occurred, the Provost will recommend to the President that appropriate disciplinary action be taken by the University in accordance with the disciplinary procedure in Chapter 9 of the Faculty Handbook.

The right to appeal is also contained in Chapter 9 of the Faculty Handbook. The appropriate remedial action will depend on the following factors: (i) the severity, frequency and pervasiveness of the conduct; (ii) prior complaints made against the respondent; (iii) the quality of the evidence (first hand knowledge, credible corroboration etc.).

- 3) If the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, the faculty member and the complainant will be notified and the case will be closed.
- 4) In the investigation is inconclusive or it is determined that there has been no harassment or discrimination in violation of this policy, no materials relating to the allegation of harassment or discrimination, the investigation, or finding will be placed in the faculty member's personnel file.

Special reporting situations: Allegations of discrimination or harassment by the Human Resources Director should be reported to the Vice President for Business and Finance. Allegations of discrimination or harassment by the Associate Vice President of Student Affairs should be reported to the Vice President of Students Affairs. Allegations of discrimination or harassment by a Vice President should be reported to the President. Allegations of discrimination or harassment by the President should be reported to the Chair of the Board of Trustees.

Any person using the complaint resolution procedure will be treated courteously, the problem handled swiftly and as confidentially as feasible in light of the need to take appropriate corrective action, and the registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or educational status. While reporting such incidents can be a difficult personal experience, allowing discrimination or harassment activities to continue will most certainly lead to less desirable outcomes. For that reason, faculty, staff, and students are required to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.

RESPONSIBILITIES

All Loyola faculty, staff, and students must share the responsibility of understanding and preventing discrimination and harassment. Ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the complainant.

Duty to Report

Administrators, Managers, Supervisors and Faculty have the special legal responsibility to act promptly to eliminate any discrimination or harassment that exists in their areas of responsibilities, including not only employment but educational programs and student life. If an Administrator, Supervisor, Manager, or Faculty knows, believes, or suspects that discrimination, harassment or retaliation is occurring, or receives information that discrimination, harassment or retaliation might be occurring, he or she must take immediate action to address the problem. Such action should include, but is not limited to, speaking directly with the injured person, developing a specific account of the actions, omissions or occurrences that are alleged to be discriminatory or harassing, and consultation with the Human Resources Director, the Dean or Provost, or the Associate Vice President of Student Affairs or their alternates.

DISCRIMINATION/HARASSMENT AWARENESS EDUCATION

The President will ensure that appropriate Discrimination/Harassment Awareness Education is provided to all Loyola faculty, staff, and students. The **Director of Human Resources, Associate Vice President of Student Affairs and Director of Risk Management** will provide information and education to the faculty, staff, and students on recognizing, understanding, and combating unlawful discrimination and harassment.

CONFIDENTIALITY

a) Loyola wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. The University recognizes that individuals may be concerned about the confidentiality of information they share, and will strive to preserve confidentiality to the fullest extent possible.

b) The Counseling and Career Services Office and University Ministry provide confidential counseling services to Loyola faculty, staff, and students. Persons wishing to discuss confidentially an incident of possible discrimination, harassment or retaliation, or persons seeking information and advice without committing to future action, are encouraged to contact the Office of Counseling and Career Services or University Ministry. The role of the counselor or minister in such cases will be limited to personal counseling and treatment of the person.

c) Faculty, staff, or students seeking guidance from Loyola clergy or Loyola licensed counselors may invoke a privilege of confidentiality. Faculty, staff, or students who seek confidential advice from counselors or clergy will not be deemed to have filed a formal complaint with Loyola.

d) Loyola will take prompt responsive action once informed that discrimination, harassment or retaliation has occurred or may be occurring by conducting an investigation.

f) Confidentiality will be maintained to the extent practicable. During the investigative process, any information gathered, or any notes or documents written by or received by the person(s) conducting the investigation will be shared only with those who have a legitimate need to know and as required by law.

RETALIATION

1) No hardship, no loss or benefit, and no penalty may be imposed on an employee or student as punishment for:

a) Filing or responding to a bona fide complaint of discrimination or harassment;

b) Appearing as a witness in the investigation of a complaint; or

c) Serving as, or assisting, an investigator or otherwise acting to enforce the policy

2) Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions.

CHAPTER TWO

UNIVERSITY ADMINISTRATIVE STRUCTURE

A. *The Loyola University New Orleans Corporation*

Loyola University New Orleans, the official name of the corporation, is organized exclusively for charitable, religious and educational purposes. It is empowered to perform those legal and financial acts necessary for the furtherance of these purposes. All University property belongs to the corporation as a corporate entity.

Members of the corporation are those of the Jesuit community of Loyola University New Orleans who have been selected according to the procedures set down by the University Charter.¹ The sole rights and duties of the members of the corporation are to (a) elect annually those Jesuit members of the Board of Trustees who are not *ex officio* members; (b) to receive annually a report from the President; (c) to determine the dissolution of the corporation and the distribution of its assets; (d) to amend the Articles and By-Laws of the corporation; and (e) to fix annually and determine by majority vote the number of members on the Board.

In the identification and selection of members of the Board of Trustees, the corporation members give serious attention to obtaining properly qualified persons. It is customary that the corporation solicits suggestions for candidates to the Board from the entire Loyola University New Orleans community.

B. *Board of Trustees*

The governing board of Loyola University New Orleans, known as the Board of Trustees, is defined by Article VII of the University Charter. The Board helps relate the institution to its various constituencies, and aids the University in meeting the new challenges of the constantly changing nature of higher education.

The Board of Trustees of Loyola University New Orleans operates, with few exceptions, as the final institutional authority.

The Board of Trustees selects from its membership individuals to serve as Chairperson and Vice Chairperson; it elects the President of Loyola University New Orleans, who serves *ex officio* on the Board. The Board, while maintaining a general overview, entrusts the conduct of administration to the President, the other

¹ Full details are given in the Loyola University Charter and By-Laws in the Appendix.

administrative officers and the deans; it also entrusts the conduct of teaching and research to the faculty.

One important task of the Board of Trustees is to ensure the publication of codified statements that define the overall policies and procedures of Loyola University New Orleans. The Board plays a central role in relating the likely needs of the future to predictable resources; it has the responsibility for managing the endowment; it is responsible for obtaining needed capital and operating funds; and in the broadest sense it should attend to personnel policy. In order to fulfill these duties, the Board is, and should be, aided by the development of long-range planning by the administration and faculty.

The University community should be kept informed of all major actions taken by the Board of Trustees at its regular and special meetings. Information should be distributed after each meeting of the Board, outlining the major areas of decision and actions taken by the Board.

When ignorance or ill-will threatens the institution or any part of it, the Board of Trustees should be available for support. In grave crises it will be expected to serve as a champion. Although the action to be taken by it will usually be on behalf of the President, the faculty, or the student body, the Board should make clear that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the educational institution.

C. The President

The President, as chief executive officer of Loyola University New Orleans, shares responsibility for the definition and attainment of goals, for administrative action and for operating the communications system which links the components of the academic community. He represents Loyola to its many publics. His leadership role is supported by delegated authority from the Board of Trustees.

The President shall ensure that the standards and procedures of the University conform to the policies established by the Board of Trustees, to legal regulations, and to standards of sound academic practice. The President should also ensure that faculty views, including dissenting views, are presented to the Board in those areas and on those issues where responsibilities are shared. The faculty should be informed of the views of the Board and the administration on such issues.

The President shares responsibilities with the Board of Trustees for the maintenance of existing institutional resources and the creation of new resources; he has ultimate managerial responsibility for a large area of

nonacademic activities; he is responsible for public understanding; and by the nature of his office he is the chief spokesman of Loyola University New Orleans. In these and other areas his work is to plan, to organize, to direct and to represent. The presidential function should receive the general support of the Board and faculty.

The President must at times, with or without support, infuse new life into an academic department or unit; relatedly, he may at times be required, working within the concept of tenure, to solve problems of obsolescence. The President will necessarily utilize the judgments of the faculty, but in the interest of academic standards he may also seek outside evaluations by scholars of acknowledged competence.

As the chief planning officer, the President has a special obligation to innovate and initiate. He shall envision new horizons for Loyola University New Orleans and shall persuade others to see them and work toward them.

D. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is the chief academic officer and second ranking official of the University and, as such, advises the President on policy matters and acts for the President in the latter's absence. The Provost and Vice President for Academic Affairs exercises overall leadership and has administrative responsibility for the University's academic programs.

The Provost and Vice President for Academic Affairs serves as the chief academic officer of the University. The Provost and Vice President for Academic Affairs has specific responsibility for academic planning and administration, for development of sound academic programs, for providing opportunities for faculty development, and for establishing policies which, when approved, guide the academic future of the University

The Provost and Vice President for Academic Affairs is responsible for the development and implementation of enrollment marketing and management strategies; coordination and supervision of admissions, scholarship, and financial aid activities; supervision of the office of student records; supervision of the Upward Bound program; and coordination and supervision of the Whelan Children's Center.

E. Other Vice Presidents

The President of the University directly supervises the following administrators and delegates to them full responsibility within their functions:

1. Vice President for Enrollment Management and Associate Provost

The Vice President for Enrollment Management and Associate Provost leads the University's recruiting effort, oversees the Offices of Enrollment Management, Undergraduate Admissions, and Financial Aid and Scholarships. The Vice President is responsible for coordinating the retention effort, with emphases on both persistence and graduate rates, of all undergraduate students. In addition, the Vice President oversees the awarding of all scholarships, state and federal funding, and need-based institutional grants. The Vice President also collaborates with graduate school programs, helping set optimal enrollment strategies and policies.

2. Vice President for Student Affairs and Associate Provost

The Vice President for Student Affairs is the chief student affairs officer of the University, whose main function is the coordination of the Student Affairs Division and the integration of that program with the total educational program of the University. The Student Affairs Program generally consists of all student activities, student development programs and student services that are educational in nature, although non-instructional, and therefore take place outside of the classroom.

3 Vice President for Finance and Administration

The Vice President for Finance and Administration serves as the University's chief financial officer. This individual is responsible for planning, development, integration, and control of all financial resources to assure the achievement of overall University goals and objectives in an orderly, systematic and fiscally responsible manner.

4 Vice President for Institutional Advancement

The Vice President for Institutional Advancement is responsible for the organization, initiation, implementation and coordination of policies and programs concerning all aspects of the advancement process including, but not limited to, the areas of fund raising, public relations, alumni relations and development. These efforts are directed to the advancement of deeper understanding, greater service and more generous voluntary financial support for the University.

5. Vice President for Mission and Ministry

The Vice President for Mission and Ministry is responsible for preserving, fostering and enhancing the University's Catholic and Jesuit identity and mission. The Office of Mission and Ministry (M&M) includes University Ministry and the Jesuit Center. M&M promotes and coordinates activities, events & programs that foster Ignatian spirituality and contribute to the spiritual life of the University community. M&M promotes and educates faculty /staff about the Jesuit pedagogical vision of education through participation in orientation programs and/or continuing education programs. M&M offers liturgy, sacramental preparation, retreats, and Christian Life communities for the greater University community. M&M coordinates community outreach and international immersion programs to students, faculty, staff and alumni along with other activities and programs that allow the University community to work for a more just world, and to lead meaningful lives with and for others.

CHAPTER THREE

UNIVERSITY ACADEMIC STRUCTURE

A. *Academic Units*

The principal academic units of the University are its Colleges. A College is an administrative unit of the University consisting of the Dean, the faculty and the students registered therein. The following Colleges are now established:

- College of Humanities and Natural Sciences
- College of Business
- College of Music and Fine Arts
- College of Social Sciences
- College of Law
- University Library

Hereafter, the word College will be used in reference to the Colleges.

B. *Deans*

The principal administrator of a College is a Dean. The Dean exerts leadership in the pursuit of the objectives of the College and collaborates where appropriate with the faculty of the College and with student representatives.

The Dean of the College is appointed by the Provost and Vice President for Academic Affairs after consultation with the faculty of the College. The approval of the President is needed for all decanal appointments. Each College shall have by-laws or procedures for identifying and nominating qualified persons for this office; the Provost and Vice President for Academic Affairs shall follow these procedures. Specifically, the Dean shall make recommendations and have responsibility for all matters of faculty status for faculty in his College, shall make faculty teaching assignments,¹ shall make determinations concerning the academic status of students, shall prepare the budget for the College and shall represent the College in consultations with administrators of the University.

¹ The definition of the term “teaching assignments” is given at Chapter VII, Section D of this handbook.

Within the framework of University policies and procedures the Dean has a primary responsibility, for the administration, well-being and development of the College, its faculty, courses of study and diverse activity. The Dean is responsible for the interpretation and implementation of the academic regulations of the College. The Dean of the College may be assisted in the duties of his office by Associate and Assistant Deans of colleges, appointed by the Dean, with the approval of the Provost and Vice President for Academic Affairs; they perform such duties and exercise such authority as may be delegated to them by the Dean.

C. College Administrative Structure

The specific organization and regulation for each College faculty and each department are determined by the by-laws of the respective College or Department as approved by the Provost and Vice President for Academic Affairs.

1. Humanities and Natural Sciences

The College of Humanities and Natural Sciences is organized into departments, which are academic units of the College consisting of all those faculty members who are engaged in instructional, administrative or research work in a given subject under a departmental chairperson. The departmental chairperson, in cooperation with the members of his or her department, shall serve as leader and director in all affairs pertaining to the effective work of the department. The chairperson's first responsibility is to the students enrolled in the courses offered by the department. He/she should take care that instruction is adequate, grading is fair and standards are maintained. The chairperson shall supervise the academic counseling of the major students. The chairperson should also strive to protect the rights and welfare of the faculty members in the department. The department chairperson has the delegated responsibility for department budgeting, the scheduling of courses, teaching and research assignments, the implementation of curriculum requirements and innovations, library holdings, and the general integration of departmental programs at the University level. The chairperson has a special obligation to build a department strong in teaching and scholarship.

The departmental chairperson is appointed by the Dean with the approval of the Provost and Vice President for Academic Affairs, following a departmental election or a consultation with departmental faculty. Appointments should normally be in conformity with the department members' judgment. Departmental faculty have a special obligation to select as chairperson one strong in leadership and organizational ability. Faculty serving as chairpersons shall not have tenure as chairpersons but they retain eligibility or continue in tenure as Ordinary Faculty as a separate right. The chairperson should serve for a stated term but without prejudice to reelection or to reappointment by procedures which involve appropriate faculty consultation. A stipend is attached to the office of departmental chairperson.

All departments are required to have at least two formal departmental meetings in each semester, the minutes of which should be transmitted to the Dean of the College and to the Provost and Vice President for Academic Affairs. All departments should involve the major students in the deliberations of the department. The College also oversees additional Centers, Institutes, Laboratories and academic programs that may not be housed in departments.

2. Business

The College of Business' leadership consists of two Deans and two Area Chairpersons as well as administrators appointed with the consent of the Provost. General duties for each of the existing positions are briefly described in the following.

Dean of the College

According to the *Loyola University New Orleans Faculty Handbook*, the principal administrator of the College of Business is the Dean. The Dean exerts leadership in the pursuit of the objectives of the College and collaborates where appropriate with the faculty of the College and with student representatives. The Dean is appointed by the Provost and Vice President for Academic Affairs after consultation with the faculty of the College. The approval of the President is needed for all decanal appointments. Each College shall have by-laws or procedures for identifying and nominating qualified persons for this office; the Provost and Vice President for Academic Affairs shall follow these procedures. Specifically, the Dean shall make recommendations and have responsibility for all matters of faculty status for faculty in his College, shall make faculty teaching assignments, shall make determinations concerning the academic status of students, shall prepare the budget for the College and shall represent the College in consultations with the University.

Associate Dean(s) of the College

The Dean of the College of Business is assisted in the duties of the office by the Associate Dean(s) of the College, appointed by the Dean, with the approval of the Provost and Vice President for Academic Affairs; the Associate Dean(s) perform such duties and exercise such authority as may be delegated to them by the Dean. Typically, the Associate Dean(s) will oversee and coordinate issues pertaining to the conduct of Undergraduate & Graduate Programs. Associate Dean(s) will work closely with other administrative offices such as Records & Registration to ensure appropriate policies and procedures are being followed as they pertain to course scheduling, curriculum changes/modifications, room allocation, etc. Associate Dean(s) will also serve as point of contact for student / family issues particularly as they pertain to retention, student conduct, student programs / organizations and the like. Will also serve on the Associate Deans Council and communicate with the faculty on matters of critical importance addressed or raised in that forum.

Administrative Area Chairpersons

The Area Chairpersons in each administrative area of the College of Business ordinarily combine administrative duties with classroom teaching. In addition to these responsibilities during the regular academic semesters, Area Chairpersons shall be required to perform administrative duties for the summer sessions; teaching during summer session(s) shall be a matter of separate contract.

Area Chairperson positions may include a reduction in teaching load, a stipend paid during the term in office as determined by the dean or both a stipend and course reduction as determined by the Dean. Faculty serving as Area Chairpersons shall not have tenure as administrators, but retain eligibility for or continue in tenure as a separate right.

Area Chairpersons advise the Dean in diverse matters such as faculty rank and tenure, faculty teaching and research assignments, salary merit increases for faculty, recruitment of new faculty, faculty evaluations, curriculum development, student advisement and academic actions, preparation of academic schedules, etc. Additionally, Area Chairpersons may be required to coordinate preparation of annual reports and special reports such as those required for accreditation or as required by the University administration. Area Chairpersons shall also serve on College and University committees as shall be necessary for the furtherance of academic objectives, and represent the College Faculty and Dean at various functions and special events.

It shall be incumbent upon Area Chairpersons to promote effective cooperation among students, Faculty and Dean of the College of Business, as well as among individuals and groups external to Loyola University New Orleans. Each Area Chairperson shall assist those students who concentrate in his or her academic area of administrative responsibility in the many phases of University Academic life. The Chairpersons shall work with the Dean and Associate Dean(s) to protect the rights and welfare of faculty members in their respective designated administrative areas, and to further the reputation and image of Loyola University New Orleans and the College of Business in the community at large. The Area Chairpersons shall be the first line of recourse in grade disputes and other matters of faculty concerns.

Other Leadership Positions

MBA Director

MBA Director is an exempt staff/administrative position. The director is responsible for overseeing the daily and strategic operation of the M.B.A. program. The MBA Director works in concert with a Faculty Program Director on tasks including, but not limited to advising, course scheduling, admissions, student records, communication, marketing, outreach, curriculum development and other projects as assigned by the Dean/Leadership Team. More specifically, the MBA Director manages graduate program web site; performs on-going analysis of competitor marketing initiatives; completes statistical analyses of program data; files surveys on program for industry journals, publications, and Web sites.

The director also oversees the daily clerical work of undergraduate student assistant or graduate assistant and works in conjunction with the MBA Advisor to assign and monitor all graduate assistantship assignments each semester. The MBA Director will also serve on University Graduate Council and may, as needed, represent the MBA program at conferences, professional gatherings and the Jesuit Business Network. Generally, the MBA Director is the initial point of contact in resolving student issues of an academic, ethical, personal nature.

Assessment Coordinator

The Assessment Coordinator will develop and maintain the College's assessment efforts in support of continuous improvement and in support of the College's AACSB Accreditation reaffirmation and accreditation maintenance, the accounting area's initial AACSB accreditation and accreditation maintenance, and will maintain the college web site.

Executive Director of Special Projects

Is a specialty position appointed by the Dean with the consent of the Provost. The person occupying this position may be an ordinary or extra-ordinary faculty member who is tenured or tenure eligible. Conversely, this may be an exempt staff / administrative position. The Executive Director of Special Projects is responsible for coordinating and overseeing matters concerning AACSB accreditation; participating in fund-raising initiatives; consulting with the Dean / faculty / faculty committees on matters of college governance / operations; participating in graduate / undergraduate recruiting and retention efforts; assisting the Dean / Faculty in curriculum and professional development initiatives; serving as the Dean's representative at University / Professional / Community meetings and functions; and, undertaking other special projects as assigned by the Dean. It is expected that the organizational structure of the College will be simultaneously fluid and stable. Hence, the Dean will have primary responsibility for creating a governance structure that is vision/mission appropriate; aligned with the strategic plan(s) of the University; and facilitates the maintenance of accreditation. Hence, the Dean with the approval of the Provost reserves the right to add, delete or modify the administrative leadership positions described above.

3. Music and Fine Arts

The College of Music and Fine Arts is comprised of several divisions in music, and two departments (Visual Arts, Theatre/Dance). Chairs in the Department of Theatre and Dance and Visual Arts are governed by protocols established in their respective departments, including election procedures, duties, and evaluation. All department chair appointments shall be approved by the Dean and the Provost. The rest of the College will be divided into the following four divisions: music performance studies, music education and therapy, academic studies, and music industry studies. Those divisions are further divided by subject matter, methodology, or instrument into the following areas:

Art History, Jazz Studies, Keyboard, Music Education, Music History and Literature, Music Industry Studies, Music Theory and Composition, Music Therapy, String, Voice/Chorus, Theatre History, and Wind and Percussion. If a faculty member teaches in more than one subject matter area, the faculty member will be considered a member of each applicable area and/or division.

Music Division faculty members will elect a division coordinator according to the following criteria:

Eligibility: Ordinary faculty member with at least 3 years at Loyola University and rank of associate/ full professor, teaching at least .50 FTE in the area. In extenuating circumstances, an ordinary faculty member of lesser rank may serve as division coordinator.

Term of office: Two academic years with no limit on number of terms.

Responsibilities: Division coordinator positions combine administrative duties with classroom teaching. Division coordinator positions do not include a reduction in teaching load or a stipend paid during the term in office, but service as a division coordinator may be a factor in rank and tenure decisions and merit pay recommendations. Division coordinators may be delegated responsibility to advise the Dean in matters such as faculty rank and tenure recommendations, faculty teaching and research assignments, recruitment of new faculty, curriculum development, student advisement and academic actions, preparation of academic schedules, etc. Additionally, division coordinators may be required to coordinate preparation of program reviews, annual reports, and special reports such as those required for accreditation or as required by the University administration.

The divisions will normally be the main initiating points for items, which, after committee deliberations, are sent to the Faculty Advisory Council for consideration.

The Dean shall appoint a coordinator for each music area according to the following criteria:

Eligibility: Ordinary faculty member with rank of assistant professor and above, teaching at least .50 FTE in the area. In extenuating circumstances, an extraordinary faculty member may serve as area coordinator.

Term of office: Five academic years with no limit on number of terms.

Responsibilities: Area coordinators will provide coordination and supervision of the area and its faculty members in such matters as: faculty loads and teaching assignments, budget requests, course offerings and content, scheduling area meetings, screening of new faculty candidates, assisting new faculty in adjusting to teaching and/or performance responsibilities, and any other concerns pertinent to the functioning of the area. They may also advise and assist the division coordinator and Dean as needed. Area coordinator positions do not include a

reduction in teaching load or a stipend paid during the term in office, but service as an area coordinator may be a factor in rank and tenure decisions and merit pay recommendations.

The areas will normally be the main initiating points for items, which, after committee deliberations, are sent to the division for consideration.

4. College of Social Sciences

The College of Social Sciences offers a diverse group of programs such as Mass Communication, Nursing, and Pastoral Studies, and disciplines such as Counseling, Criminal Justice, Liberal Studies, Political Science, and Sociology.

In addition, the College of Social Sciences is home to several centers and institutes that serve as important resources as Loyola teaches students to think critically and act justly: Center for Environmental Communication, Jesuit Social Research Institute, Shawn M. Donnelley Center for Nonprofit Communication, and the Twomey Center for Peace Through Justice.

5. College of Law

Loyola University New Orleans College of Law was established in 1914. In the Jesuit tradition of academic rigor, pursuit of justice, and service to others, the College of Law has as its mission to educate future members of the Bar to be skilled advocates and sensitive counselors-at-law committed to ethical norms in pursuit of dignity for all.

The College of Law offers both civil law and common law curriculums, full time day and part-time evening programs, as well as five joint degree programs. Critical and analytical thinking, ethics and professionalism, and a commitment to serve the community of the 21st century are fostered and encouraged. The College of Law faculty is a community of scholars committed to academic excellence in teaching and scholarship, as well as service for others.

6. University Library

BOBET LIBRARY, MARQUETTE HALL – 1913

Construction of Marquette Hall was completed in 1912, and the Bobet Library on the 2nd floor was dedicated the following year. At the time of the construction of the Bobet Library, Albert Biever, S.J. (founder of Loyola) was president, and James J. O'Brien, S.J. became head librarian. An article published in *The Daily Picayune* on 13 July, 1913 entitled, "Old Treasures of Loyola's New Library" stated: "Loyola in her new development is young and formative, but behind its growth is strength and in its development there is purpose...A tour of the university is delightful, but one would better not start from the library. It is a room to induce bibliomania – and the world might go by."

MAIN LIBRARY – 1950

Construction of the new library building commenced in 1947, and was situated between Bobet and Marquette Halls. Archbishop Joseph Francis Rummel delivered the dedicatory blessing upon completion of the building on Palm Sunday, 1950. The proceedings were aired by WWL-Radio. Students helped to move the books from Bobet Library to the new Main Library. A quote by poet Paul L. Callens, S.J inscribed over the Main Library entrance reads, “The monuments which learned men have built for us throughout the ages you will find accumulated in these books.”

J. EDGAR AND LOUISE S. MONROE LIBRARY – 1999

Groundbreaking ceremonies commenced in November 1996 for the new J. Edgar and Louise S. Monroe Library by co-chairs of the capital campaign, Adelaide Wisdom Benjamin and Michael J. Rapier. Other university and community dignitaries assisted in the ceremony. Construction began that month, and continued through completion of the building in October 1998. Library faculty and staff worked with Covan movers to transport the collection from the Main Library to the Monroe Library. The new J. Edgar and Louise S. Monroe Library opened its doors for patrons on January 11, 1999

The J. Edgar and Louise S. Monroe Library builds collections that endure from generation to generation, gathering the wisdom of humankind and documenting new ideas and discoveries. Side by side with these lasting resources, the library provides the latest in information and instructional technology. Students and faculty can reach back across time via traditional collections, and beyond the physical boundaries of the campus via the Internet, in their communal quest for knowledge. The Monroe Library has been recognized several times for its outstanding service.

CHAPTER FOUR

THE ORDINARY FACULTY

The Ordinary Faculty are those faculty members who are tenured and those whose time in rank accrues to tenure. Each non-tenured member of the Ordinary Faculty is considered to be on probation.

The Ordinary Faculty devote their main effort to teaching and scholarly activity and have full-time appointments to one of the four academic ranks of Instructor, Assistant Professor, Associate Professor or Professor.

The President, Provost and Vice President for Academic Affairs, and all Deans of Colleges have Ordinary Faculty status *ex officio*. The Provost and Vice President for Academic Affairs and the Deans are expected to teach on a regular basis when consistent with assigned workload and other responsibilities.

Other University executives, officials and officers may be granted Extraordinary Faculty rank on the recommendation of the faculty of the appropriate Department or College, seconded by the Dean and ratified by the Provost and Vice President for Academic Affairs.

Persons who are appointed to posts as University executives, officials or officers and who hold Ordinary Faculty status at the time of their appointment become temporary members of the Extraordinary Faculty (except those previously noted). They do not retain tenure unless this is specifically stated in their letters of appointment; nor does the time during which their main duty is not teaching and research count towards the acquisition of faculty tenure.

A. *Norms for Appointment and Advancement*

The norms for appointment and advancement fall into three general areas: teaching, research and publication, and community service. Final determination¹ of the rank received on first appointment to the full-time faculty will be made by the Provost and Vice President for Academic Affairs on the recommendation of the Dean and the appropriate faculty body as determined by the by-laws of the College and will be determined by the criteria listed below.

¹ In the College of Law, determination of the rank to be offered on first appointment, and of whether or not an appointment shall be made with immediate tenure, will be made by the College of Law Rank and Tenure Committee and will be determined by the criteria listed in this chapter. This determination shall be subject to approval of the Provost and Vice President for Academic Affairs. The Dean of the College of Law shall forward to the Provost and Vice President for Academic Affairs his or her opinion independent of the determination made by the College of Law Rank and Tenure Committee.

1. Instructor

Ordinarily, Instructor is the beginning rank for those faculty members who do not hold the terminal degree or its equivalent.

Appointment to the rank of Instructor ordinarily presupposes the following qualifications:

- a.* possession of adequate training and preparation as evidenced by degrees earned and by educational and/or professional experience;
- b.* proved or presumed teaching ability;
- c.* the potential of progress toward Assistant Professorship according to the ordinary norms; and
- d.* those qualities of character and personality expected in a teacher and director of students.

The appointment is for one year and may not be renewed more than three times. Failure to qualify for promotion to the rank of Assistant Professor in the third year of service constitutes notice of termination. If promotion occurs during the fourth year of service, another contract may be offered.

2. Assistant Professor

Ordinarily, Assistant Professor is the beginning rank for those faculty members who have the terminal degree or its equivalent, or in certain fields the appropriate professional degree, license, and/or experience. Appointment to this rank presupposes evidence of the possession of those qualities of character, personality and competence expected in a teacher and advisor of students, and evidence of ability for scholarship and research.

An Instructor, upon receiving the terminal degree, shall be eligible for appointment to the rank of Assistant Professor according to the following norms:

- a.* demonstration of competence as a teacher and advisor of students;
- b.* evidence of ability for scholarship and research;
- c.* evidence of satisfactory performance of University responsibilities.

3. Associate Professor

Ordinarily, an Assistant Professor who has completed at least three academic years² of service at this University or one of equal standing, and who possesses a terminal degree, merits consideration in the fourth year for promotion to the rank of Associate Professor in the fifth year. Candidates for promotion shall excel in the following qualities:

a. teaching:

high standing among colleagues and students in classroom performance, as evidenced by (but not limited to) student and peer evaluations based on personal observations and not hearsay; clear evidence of excellence in instruction, which implies, first of all, the exercise of sound scholarly judgment regarding what is and what is not academically appropriate for inclusion in a particular course of study. This may imply the continuing use of current textbooks or it may imply the use of older, more classical works when their excellence has not been surpassed. In either case, it is sound scholarly judgment that is called for. Evidence of excellence in instruction may also include the creation of new courses, original either in subject matter or in the treatment of old subject matter. It may involve the adoption of new methods of teaching, the creation of new and original teaching devices and the utilization of computers in instruction, or it may involve a reasoned preference for and adoption of older, more traditional methods of pedagogy. In either case, again, it is the subject matter and the demands of sound scholarly judgment that should dictate what is called for.

b. scholarship:

active scholarship as evidenced by (but not limited to): books or monographs of scholarly research or creative writing; articles in recognized learned journals; papers read to learned societies; papers presented to the Loyola University New Orleans community; in certain fields such as art, drama, music, etc., artistic creations, compositions and performances; in law, briefs on the appellate level; and in business, case studies and government publications. Evidence of active scholarship in cognate disciplines also should be considered.

² In the College of Law, an Assistant Professor must have completed two years of service to merit consideration in the third year for promotion in the fourth year. Previous experience, either on a law faculty or in other significant professional positions, may sometimes be counted in shortening the period.

c. community service:

service to the community as evidenced by (but not limited to):

contributions to the general welfare of the students through steady and sound academic advising, and through service to student organizations and activities;

contributions to the general welfare of the department, College or University, primarily through work on committees;

contributions to the religious development of students, faculty, staff and alumni through spiritual counseling, retreats, liturgies and other forms of ministry;

contributions to the general welfare of the profession; or

service to the community at large, when such aid is meaningfully related to the accomplishment of Loyola University New Orleans' goals, or furthers professional academic pursuits.

4. Professor

A member of the faculty who has rendered distinctive and outstanding service in an academic area and to a College may be considered for the rank of Professor. Promotion to this rank is not a recognition of seniority but of distinction in teaching, scholarship and service. Consideration for promotion to the rank of Professor may be given to persons who possess the following qualifications:

- a.** ordinarily a minimum experience of five years³ in the rank of Associate Professor at this University or one of equal standing;
- b.** distinguished fulfillment of the requirements of the lower academic ranks;
- c.** significant contribution to the purposes of the University through outstanding success in teaching, continuing achievement in scholarly activities, and sustained accomplishments in community service.

³ In the College of Law, the minimum is two years; normal practice is three years.

5. University Professor⁴

University Professor is a rank that may be awarded to a person who is highly distinguished in his or her profession. It is a permanent appointment for as long as the recipient is employed fulltime by the University. A University Professor may be appointed, from time to time, by the President or Provost and Vice President for Academic Affairs with the advice and consent of the University Rank and Tenure Committee in consultation with the dean and department(s) where the primary affiliation or joint affiliations rest. A University Professor may offer courses in any College with the approval of the Dean and departmental faculty of the College concerned.

B. Application of the Norms for Advancement in Rank

The application of these norms to an individual is a matter of collective judgment of his or her peers. No one person needs to excel equally in each norm; rather the relative weights accorded the norms may vary depending upon the qualities of the person, the nature of the field, the needs of the department and College, and the goals of the University.

Norms can only serve as guidelines for what will always remain fallible human judgment. It is expected that those responsible for making such judgments will exercise prudence in evaluating the suitability of the faculty member as a professional colleague, the promise of making a long-term contribution to the academic field and his or her ability to move the University toward its goals and educational ideals.

C. Exceptions to the Norms for Advancement in Rank

All exceptions are determined through evaluation by the College Committee on Rank and Tenure.

1. To the requirement of the terminal degree the individual must show:
 - a. a distinguished record of service in one of the arts or professions;
 - or
 - b. the practical impossibility of attaining the highest degree.
2. To the requirement of formal research and publications:
 - a. with reference to the requirements for advancement to the rank of Associate Professor, the individual must show:

⁴ If a department line should be used for a University Professorship and the line is withdrawn from the department, the department would be credited with a reimbursed tenure track line.

- i.* the existence of valid reasons for not engaging in formal research and publication; and
 - ii.* evidence of scholarly development in one's professional field; and
 - iii.* evidence of extraordinary competence in teaching; and
 - iv.* possession of those qualities of character and personality expected in permanent faculty members.
- b.* with reference to the requirements for advancement to the rank of Professor, the following conditions may in rare cases be substituted for the norms:
- i.* twenty years of distinguished service as a teacher, counselor and director of students at a recognized college or university; and
 - ii.* extraordinary competence as a teacher and advisor of students; and
 - iii.* general recognition as a master in his or her field.

D. *Procedures for New Appointments to the Ordinary Faculty*

The appropriate Dean obtains advance approval from the Provost and Vice President for Academic Affairs for an academic position. At the same time, a salary range and a recruiting budget are agreed upon.

It is the right and responsibility of appropriate members of the Ordinary Faculty, as determined by the College, to identify, recruit, interview and recommend new faculty appointments. Extraordinary circumstances may set limits to the realization of faculty determination in these matters.

It is a University obligation to assure that University policies on Affirmative Action/Equal Employment Opportunity be fulfilled through established procedures. All formal offers of employment shall be in writing. The Dean may be authorized by the Provost and Vice President for Academic Affairs to enter into preliminary negotiations concerning offers and commitments to a prospective faculty member. The Provost and Vice President for Academic Affairs is the sole appointing authority who makes an offer, which, when accepted, constitutes the contract.

E. Procedures for Promotion in Rank

It is the responsibility of each faculty member to apply for promotion in rank. If the faculty member feels that special circumstances warrant consideration for promotion earlier than the normal time of first eligibility, he or she may elect to apply to the College Rank and Tenure Committee for promotion in an earlier year. The denial of promotion in an earlier year shall not prejudice the member's candidacy for promotion in a subsequent year.

Ordinarily promotions to Assistant Professor are made by the Provost and Vice President for Academic Affairs following consultation with the Dean of the appropriate College according to the norms given in this Chapter, Section A-2. The Dean will consult with the departmental chairperson, area coordinator or faculty for advice concerning these promotions.

Promotion decisions to Associate Professor and Professor are made after the College Rank and Tenure Committee has completed its review and made its recommendations.

Each year on or before March 1, the Provost and Vice President for Academic Affairs notifies the several Deans of those faculty members who are first eligible⁵ for consideration for promotion in the following academic year. Ordinarily, Assistant Professors are expected to have at least three years of service and Associate Professors five years of service in rank at this University, or one of equal standing, to be considered first eligible.⁶

The Dean will give the faculty members immediate notice concerning the beginning of the promotion review process. Each Dean shall give the faculty members (1) written notice that they are eligible to be considered for promotion; (2) any existing university, college or department criteria for promotion; and (3) information concerning the promotion evaluation process. This notification shall afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. This notification shall be sufficiently in advance to afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. Materials shall be submitted to the College Rank and Tenure Committee on or before November 1. In the College of Humanities and Natural Sciences, the tenured members of the Department will review these and other relevant materials and submit their recommendation to the College Rank and Tenure Committee.

All materials submitted to the College Rank and Tenure Committee and all deliberations of the Committee shall be kept confidential.

⁵ In the College of Law normal practice is for the Associate Professor to be first eligible for consideration for promotion to professor after completing three years of service in rank; two years of service in rank is the minimum in exceptional cases.

⁶ Academic and sabbatical leave periods at Loyola University shall be accepted as qualified service for promotion.

The College Rank and Tenure Committees will begin review on or before November 1 of each year. Each College Rank and Tenure Committee shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the case under review. Following thorough review of all information, the College Rank and Tenure Committee will send its recommendation and its rationale in writing and the entire written record to the Dean and the candidate for promotion on or before January 1.⁷ In the case of a negative recommendation by the College Rank and Tenure Committee, the candidate may, within ten business days from the time written notice of the recommendation is sent to the candidate, submit a written request for reconsideration with reasons and supporting documents as appropriate. If the candidate requests reconsideration, the College Rank and Tenure Committee must complete its consideration of the petition for reconsideration and submit its written report to the Dean and the candidate within ten business days from the date the request for reconsideration is sent. On or before February 15, the Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs after consultation with the President, agree, the case is settled and the candidate for promotion shall be so informed in writing by the Vice President for Academic Affairs, no later than April 1. In the case where one or more of the parties votes against granting promotion, the promotion is denied, and the candidate shall be so informed in writing by the Vice President for Academic Affairs, no later than April 1. The candidate for promotion shall submit a written appeal setting forth the reasons for the appeal to the University Rank and Tenure Committee by May 1. The University Rank and Tenure Committee shall consider the case in its entirety and forward its recommendation and rationale in writing to the President, to the candidate, to the Dean, to the College Rank and Tenure Committee and to the Provost and Vice President for Academic Affairs by June 30. The President determines the matter; unless the President has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee.

In the event the President does not concur with the recommendation of the University Rank and Tenure Committee, he will give the candidate, the University Rank and Tenure Committee, the College Rank and Tenure Committee, the Dean, and the Provost and Vice President for Academic Affairs his reasons in writing by July 31. At any stage of the process prior to the final recommendation of the University Rank and Tenure Committee reaching the President, the candidate may supplement the record.

F. Effective Date of Promotion

The effective date of an approved promotion will be the first day of the subsequent Academic Year. Promotion salary increases will be effective at the same time.

⁷ For the College of Law, on or before March 15.

G. Annual Review of Non-Tenured Faculty

Each non-tenured member of the Ordinary Faculty is considered to be on probation. All such faculty shall receive an annual written evaluation from the Dean of the appropriate College. This evaluation shall cover the strengths and weaknesses of the faculty member toward fulfillment of those professional responsibilities as outlined in Chapter 7.

H. Procedures for Review of Non-Renewal of Probationary Appointments

If a faculty member alleges that a decision against his or her renewal was based on inadequate consideration, he or she may request in writing a review by the University Conciliation Committee. The Committee will review the allegation and determine whether the decision was the result of inadequate consideration in terms of relevant standards of the University. If the University Conciliation Committee finds that adequate consideration was not given to the faculty member's qualifications, it will request reconsideration, indicating the respects in which it believes that initial consideration may have been inadequate. It will provide copies of its findings to the faculty member, the President, and any other administrative officer or faculty body that made the decision. The University Conciliation Committee will not substitute its judgment for that of those responsible for the decision, but will restrict its concern to the question of adequate consideration.

If a faculty member on probationary, or other non-tenured, appointment alleges that a decision not to reappoint him or her was based significantly on considerations violative of (1) academic freedom or (2) policies on making reappointments without discrimination with respect to race, color, religion, sex, disability, age or national origin, the allegation will be given preliminary consideration by the University Conciliation Committee, which will seek to settle the matter by informal methods. The allegation shall be accompanied by a signed statement from the faculty member agreeing to the presentation of such reasons and evidence as the University may allege in support of its decision.

If the University Conciliation Committee finds that the faculty member has established a *prima facie* case, it will refer matters of academic freedom to the University Rank and Tenure Committee and matters of discrimination to the Civil Rights Grievance Committee. In either case, the procedures set forth in Chapter 9, Section C-4 shall be observed. It is incumbent upon those who made the decision not to reappoint to come forward with reasons in support of that decision.

CHAPTER FIVE

TENURE

Tenure means that the faculty member has become a full and permanent member of the academic body of the University. So long lasting are the effects of the granting of tenure that the fact of promotion over a period of five to six years does not merit tenure. A distinct evaluation and separate affirmative administrative decision must be made concerning the granting of tenure in the University. It is the responsibility of the faculty member to apply for tenure when he or she is first eligible.

In exceptional cases, tenure may be granted by the Provost and Vice President for Academic Affairs on first appointment to a faculty member who has held the rank of Associate Professor or Professor at a college or university of equal standing. Before tenure is granted to such a faculty member, the Provost and Vice President for Academic Affairs should verify by recommendation from the Dean and the appropriate faculty body as determined by the by-laws of each College, that the individual has satisfied the criteria for tenure that would apply for service at Loyola University.

Each faculty member shall be notified of the tenure decision in his or her case prior to the end of the sixth year of qualified service as Ordinary Faculty. Qualified service includes service as Ordinary Faculty at Loyola University combined with service as Ordinary Faculty at institutions of equal standing, when such service has been accepted as applicable to tenure at Loyola University. Normally, Loyola University accepts a maximum of three years of service from other institutions. Leave periods shall not be counted as qualified service for tenure unless this is stated in writing, but they do not interrupt the continuity of probation for tenure.

A. Norms for Granting Tenure

The two fundamental considerations involved in the decision to grant tenure are the qualifications of the faculty member and the needs of the University.

The qualifications of the applicant include: educational background; performance as a teacher; research; publications; and contributions to students, department or College, the University, the profession and the community at large. The relative weight given to each factor will vary, but each must be considered. Ordinarily those faculty members who satisfy the criteria for promotion to the rank of Associate Professor, and who show convincing promise that such achievement will continue, qualify for tenure. This does not preclude the awarding of tenure to Assistant Professors in exceptional cases.

The other fundamental consideration in the granting of tenure must be the long-term needs of the University. An individual who qualifies will be granted tenure if his or her services are, and probably will continue to be, needed by the University, and if his or her

tenure grant is in accord with the financial priorities of the University. Tenure appointments should be consistent with the academic plans of the College or department.

B. *Procedure for Deciding Tenure*

Each year, on or before March 1, the Provost and Vice President for Academic Affairs shall notify the several Deans of those faculty members who are to be considered for tenure decisions in the following academic year. Each Dean will immediately give the faculty members (1) written notice that they are to be considered for tenure in the following academic year; (2) any existing university, college or department criteria for tenure; and (3) information concerning the tenure evaluation process. This notification shall afford the faculty member time to prepare materials relevant to adequate consideration of his or her qualifications. In the College of Humanities and Natural Sciences, the tenured members of the Department shall review these and other relevant materials prior to November 1, and submit their recommendation and their rationale in writing to the College Rank and Tenure Committee, to the Dean, and to the candidate for tenure by November 1. It is the responsibility of the faculty member or his/her departmental representative to submit all such materials to the college Rank and Tenure Committee on or before November 1. The College Rank and Tenure Committee shall notify the candidate upon receipt of materials.

A faculty member may elect to apply for tenure in an earlier year, in accordance with the provisions set forth in this section. Applicants for early tenure must show exceptional accomplishments. The denial of tenure in an earlier year shall not prejudice a faculty member's case for tenure in a subsequent year.

The primary evaluation of an applicant for tenure is made by the College Rank and Tenure Committee. This Committee will restrict its considerations to the qualifications of the applicant. This Committee's recommendation is given the greatest weight in the final decision. The College Rank and Tenure Committee shall meet to discuss and vote on each case. Votes on tenure decisions shall be taken by secret ballot at a meeting at which discussion of the candidate is held. To achieve a recommendation for tenure, a majority of the College Rank and Tenure Committee must vote in favor of awarding tenure. Failure to secure such a favorable recommendation does not prejudice a reconsideration of the case at the discretion of the College Rank and Tenure Committee.

All deliberations within the Committee shall be kept confidential.

The College Rank and Tenure Committee will begin review on or before November 1 of each year. Each College Rank and Tenure Committee shall have the discretion to solicit other information that it deems pertinent to adequate consideration of the cases under review. Following thorough review of all information, the College Rank and Tenure Committee will send its recommendation and its rationale in writing and the entire written record to the Dean and the candidate for tenure on or before January 1.

In the case of a negative recommendation by the College Rank and Tenure Committee, the candidate may, within ten business days from the time written notice of the recommendation is sent to the candidate, submit a written request for reconsideration with reasons and supporting documents as appropriate. If the candidate requests reconsideration, the College Rank and Tenure Committee must complete its consideration of the petition for reconsideration and submit its written report to the Dean and the candidate within ten business days from the date the request for reconsideration is sent. On or before February 15, the Dean appends his or her recommendation and his or her rationale in writing and sends the entire written record to the Vice President for Academic Affairs, to the candidate for tenure and to the College Rank and Tenure Committee.

If the College Rank and Tenure Committee, the Dean, and the Provost and Vice President for Academic Affairs, after consultation with the President, agree, the case is settled and the candidate for tenure shall be so informed in writing by the Provost and Vice President for Academic Affairs, no later than April 1. In the case where one or more of the parties votes against granting tenure, tenure is denied, and the candidate shall be so informed in writing by the Provost and Vice President for Academic Affairs, no later than April 1.

The faculty member may appeal this decision to the University Rank and Tenure Committee by filing a written notice of intent to appeal to the Provost and Vice President for Academic Affairs within ten business days from the time the Provost and Vice President for Academic Affairs notifies the candidate that tenure is denied. On receipt of the notice of intent to appeal, the Provost and Vice President for Academic Affairs will then forward the notice of appeal and the entire record to the University Rank and Tenure Committee. The candidate for tenure shall submit a written appeal setting forth the reasons for the appeal to the University Rank and Tenure Committee by May 1.

The University Rank and Tenure Committee shall consider the case in its entirety and forward its recommendation and rationale in writing to the President, to the candidate, to the Dean, to the College Rank and Tenure Committee and to the Provost and Vice President for Academic Affairs by June 30. The President adjudicates the matter; unless the President has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee.

In the event the President does not concur with the recommendation of the University Rank and Tenure Committee, he will give the candidate, the University Rank and Tenure Committee, the College Rank and Tenure Committee, the Dean, and the Provost and Vice President for Academic Affairs his reasons in writing by July 31. At any stage of the process prior to the final recommendation of the URTC reaching the President, the candidate may supplement the record.

CHAPTER SIX

CONTRACTUAL STATUS OF ORDINARY FACULTY

A. *General Policy*

Employment of all members of the Ordinary Faculty shall be by formal contract, signed by the faculty member and the Provost and Vice President for Academic Affairs. At least two copies will be executed, one for the faculty member, and one for the Provost and Vice President for Academic Affairs. The University will give notice to the faculty member of the rank and salary to be offered for the subsequent year, ordinarily on or before March 15.

All faculty contracts are bilateral and cannot be cancelled except by mutual agreement or for those grave causes listed for termination of tenured appointment. In case a contract is cancelled for an alleged grave cause during the contract period, due process is guaranteed the faculty member.

Acceptance of a contract shall be deemed to include an agreement by both parties to comply with appropriate regulations of the University.

Salaries are determined by negotiations between the faculty member and the Dean. In the College of Humanities and Natural Sciences, the departmental chairpersons are involved in these negotiations. Many factors such as individual merit, the state of the market, and the particular needs of the College enter into consideration at these negotiations.

Chapters 4 through 16 of this *Faculty Handbook* set forth the contractual conditions of the Ordinary Faculty; these chapters shall be referenced in the annual contract provided the Ordinary Faculty.

B. *Contractual Status of Tenured Faculty*

Tenure means that a faculty member has become a full and permanent member of the academic body of Loyola University New Orleans. Tenure is normally available to a faculty member who holds the rank of Associate Professor or Professor.

Contracts of the tenured faculty members are entered into with the presumption that they will be renewed at the same or better terms. A tenured faculty member who does not receive or sign a contract continues as a member of the faculty under the terms of the prior contract. Tenured faculty contracts may not be terminated except for cause; ordinarily, at least one year's written notice will be given before termination.

Loyola University New Orleans recognizes the principle that a faculty member will be granted tenure after seven years of qualified service as an Ordinary Faculty member; qualified service normally shall not include more than three years of service as a full-time faculty member at other institutions, so that at least four years of service at Loyola is normally required.

Members of the Ordinary Faculty after seven years of qualified service shall be offered a contract which includes notice of tenure. A faculty member who has tenure according to the procedures set forth in Chapter Five, but who has signed a contract without the notice of tenure, shall have all the protections of a tenured contract. In the eighth year of qualified service, the Provost and Vice President for Academic Affairs shall issue a faculty member a contract with notice of tenure.

A tenured faculty member who accepts a part-time or administrative appointment relinquishes tenure, unless a written agreement is effected prior to acceptance of such a position.¹ The Provost and Vice President for Academic Affairs shall notify a faculty member of an impending loss of tenure in such a situation.

C. Contractual Status of Non-Tenured Faculty

Contracts of members of the non-tenured Ordinary Faculty cannot be cancelled during the contract period except by mutual consent or through the procedure outlined in the section of this *Handbook* on procedures for termination of faculty appointments. These contracts are entered into with the expectation that, if renewed in accordance with the provisions of this *Handbook* relating to the renewal of non-tenured faculty, they will be renewed on the same or better terms and conditions as contained in the contract entered into for the current academic year.

Official notice of non-renewal will be given to the faculty member concerned by the Provost and Vice President for Academic Affairs according to the following schedule:

1. No later than three months prior to the completion of the first academic year² of service at Loyola University;
2. No later than six months prior to the completion of the second academic year of service at Loyola University;
3. No later than twelve months prior to the completion of any academic year thereafter.

If the faculty member does not return the signed contract within thirty days of the issuance of the contract, he or she will be considered to have resigned.

¹ This does not apply to the administrative officers of the President, the Provost and Vice President for Academic Affairs, and Academic Deans, who remain Ordinary Faculty members *ex officio*.

² The term academic year as used here usually means two consecutive semesters, excluding summer sessions.

D. Full-Time Employment

Ordinary Faculty have special rights in academe. Among these special rights are those pertaining to academic freedom, tenure, and the right of latitude in self-motivation and self-governance of work efforts. While it is usual for faculty to enjoy input into scheduling of classes taught, and to schedule office hours, research time and other academic work activities to best utilize personal work habits, there is the tacit assumption that each Ordinary Faculty member devotes sufficient time and effort to faculty responsibilities each week while under contract so as to be *de facto* a full-time employee of the University. Indications of this degree of effort are (a) scheduling and observing ample office hours each week as a supplement to classroom teaching; (b) active participation in campus activities, including faculty meetings, committee meetings, etc.; (c) continuing preparation of classroom presentations; (d) devotion of preponderantly more time to the performance of faculty responsibilities than to competing activities. While it is valid for Ordinary Faculty members to vary the parceling of work efforts among activities such as research, committee work, student-related activities, etc., it is never acceptable to slight these responsibilities in favor of outside employment or other activities not directly related to professional academic responsibility.

Members of the Ordinary Faculty are required to devote their major time and attention to University duties while under contract except when on leave or otherwise officially excused in writing.

Each full-time member of the Ordinary Faculty on a twelve-month contract is entitled to one month vacation with pay during that contract year, taken at a time approved by the Dean. Those who sever connections unilaterally with the University prior to the expiration of the contract do not receive a paid vacation. Nine-month contracts do not include a paid vacation. All Ordinary Faculty on twelve-month contracts are entitled to leaves of absence with pay for professional improvement every third summer. The Dean determines the schedule of summer leaves for each department.

The University recognizes the right of a faculty member to serve as an expert witness or consultant, or to engage in professional activities consistent with University commitments, since these activities can be a valuable adjunct to faculty development. No member of the Ordinary Faculty shall be engaged in any activity which, in the judgment of the Dean, interferes with the thorough, efficient and earnest performance of his or her contractual duties. The Provost and Vice President for Academic Affairs has the authority to make the final decision in these matters. The teaching of any course beyond those assigned by the appropriate officials of the University is ordinarily considered to be incompatible with full-time employment at Loyola University.

Permission for outside employment must be requested in writing from the Provost and Vice President for Academic Affairs. As a general rule, permission will be given only for activities that are professional in nature and that do not require more than approximately one day per week of a faculty member's time.

E. *Sabbatical Leave Policy*

The University has adopted the following policy regarding sabbatical leaves.

1. Purpose of Sabbatical Leave

The objective of the sabbatical leave program is to enhance the academic quality of the University by providing the faculty member with an opportunity for professional growth over an extended and uninterrupted period. Such opportunities will allow the faculty member to engage in full-time scholarly research, specialized study related to one's academic field, writing, participation in programs designed to improve teaching or other scholarly activities.

2. Duration of Sabbatical Leave

An eligible faculty member may elect to take a one semester sabbatical leave at full salary or a two semester sabbatical leave at two-thirds salary. Occasionally, if the Dean of a college in consultation with the Provost and Vice President for Academic Affairs feels a proposal has particular merit, a two semester sabbatical leave at full pay may be offered. Such offers may be made only if funds remain in the budget (see 3c) after all other valid proposals have been accepted, and at no time should such offers require an increase in the budget.

3. Eligibility¹

- a.* All full time tenured faculty members are eligible for a sabbatical leave after they have completed seven years of continuous service as Ordinary Faculty at the University. Normally, subsequent sabbatical leaves are granted in the seventh year or after 12 semesters of qualifying service.
- b.* Credit may be granted for professionally relevant leaves taken since the faculty member's last sabbatical leave. Credit eligibility for sabbatical leave may not be accumulated beyond seven (7) years, unless a full eligible or qualifying leave is denied solely for the convenience of the department, college, or university. Where a faculty member is eligible or has qualified for sabbatical leave but is prevented from taking the leave as a result of administrative necessity or department needs, one year of qualifying service past the terminal date for previous sabbatical leave shall be counted (banked) toward the next sabbatical leave. A faculty member requesting the banking of one year must submit a letter stating that he or she is eligible for a sabbatical leave as well as the reasons preventing that leave. The agreement of both the Dean and Provost is necessary to bank one year toward the next sabbatical. In this instance only, a sabbatical leave may be granted to the same person no more than once in any six years.
- c.* Eligibility does not imply an automatic right nor an automatic granting of a sabbatical leave.
- d.* The number of sabbatical leaves granted in any given academic year will be determined by the academic feasibility of releasing the faculty member for the period

¹ Updated Text – Policy Revised by BOT on May 20, 2011

requested and by the amount of money available for granting such leaves. The University will budget directly funds to provide for sabbatical leaves.

4. Application Procedure

a. Applications for sabbatical leave are considered once each year by the appropriate Dean in accordance with established protocols of the college.. Deadlines for receipt of applications will be announced by the college at least 30 days in advance.

The faculty member should apply for leave in the academic year before the year the requested leave is to begin, that is, apply in the fall of 2013 for a sabbatical leave that would begin either in the fall of 2014 or in the spring of 2015.

b. Failure to request a sabbatical leave when a faculty member becomes eligible will indicate that the faculty member does not desire a leave for the ensuing year. He or she may apply in subsequent years as long as he or she complies with the deadline for applying.

c. In order to qualify for a sabbatical leave a faculty member shall submit a detailed plan for one of the following:

i. Full-time study at an educational institution other than Loyola University New Orleans.

ii. Full-time research under the auspices of an educational or research institution or free-lance research.

iii. Full-time writing, provided that some preliminary outline of the proposed theme and content is presented.

iv. Travel with the purpose of studying a range of educational institutions and/or programs. Specifics of such travel plans and their purpose shall be set forth in reasonable detail.

v. Other proposals or projects consonant with the objectives of the University's sabbatical leave program.

d. The applicant must indicate whether his or her research, study or writing will culminate in some substantive work, such as an article, book, artistic production, major grant proposal, or new course proposals with accompanying syllabi.

e. An application for sabbatical leave must be submitted to the appropriate departmental chairperson and/or Dean who shall be empowered to review applications, request information and make a written recommendation to the Provost and Vice President for Academic Affairs indicating support for, or opposition to, the request for sabbatical leave and whether a replacement will be needed. These documents should be forwarded by the Dean to the Provost and Vice President for Academic Affairs within thirty calendar days after the deadline for accepting applications.

- f.* The Provost and Vice President for Academic Affairs will make a final decision within thirty days of receipt of these recommendations from the appropriate Dean.

5. Acceptance of Sabbatical Leave

a. It is understood that the granting of a sabbatical leave will not increase the workload of the department, interrupt course sequences, or curtail the advising program of the department. It is recommended that whenever possible a faculty member on a two semester sabbatical leave will be replaced temporarily by a Visiting Professor.

b. A faculty member accepting a sabbatical leave may not take on either full-time or part-time employment during the period of the leave. While fees may be accepted without special approval for a few lectures or a few days of consulting, no substantial work for remuneration should be undertaken without prior approval of the Dean and the Provost and Vice President for Academic Affairs. However, a faculty member may accept a fellowship or grant from a foundation, provided the acceptance of such a stipend does not impose upon the recipient duties and obligations which would be incompatible with the purpose for which the sabbatical leave was granted.

c. Within two months after returning to the University the faculty member shall submit in writing to the Provost and Vice President for Academic Affairs, and the Dean, through his or her departmental chairperson, a report on the results of the project undertaken during the sabbatical leave. The report shall become a permanent part of the faculty member's file at the University. This report shall be considered in the faculty member's next annual evaluation.

d. A faculty member accepting a sabbatical leave agrees to remain in the service of the University for at least one academic year following the completion of his or her sabbatical leave.

e. A faculty member accepting a sabbatical leave does so without prejudice to his or her contractual status, future salary increase, or any benefits associated with his or her employment by the University and all fringe benefits shall remain in effect during the period of the sabbatical leave. In addition, he or she shall also retain all departmental rights.

- f.* Sabbatical leave time will be counted toward time in rank for promotion purposes.

F. Academic Leave

The objective of the academic leave program is the same as that for sabbatical leave, and a faculty member with an appropriate project will ordinarily apply for a sabbatical rather than academic leave. However, there are exceptional cases where academic leave may be warranted. Such cases may involve a faculty member who has not accrued seven years since his or her last sabbatical but who has a unique opportunity, one which can not be postponed, to engage in the kind of activity that the sabbatical seeks to encourage.

In either case a faculty member must have a proposal of unique and high merit to qualify for academic leave. Academic leaves, therefore, are granted only in extraordinary circumstances. The application and acceptance procedure for academic leave will follow that outlined for sabbaticals, except that applications for academic leave are considered once each semester, and will be carried out by the same administrative procedures. The remuneration of a faculty member on academic leave will be one-half of his or her regular salary. In special cases an academic leave with remuneration greater than one-half of the faculty member's salary may be offered by the Provost and Vice President for Academic Affairs.

G. *Leave of Absence Without Pay*

Leave of absence without pay may be granted a member of the Ordinary Faculty at the discretion of the Provost and Vice President for Academic Affairs for a period not to exceed two years.

H. *Bilateral Contractual Responsibilities*

The University has adopted the following policy regarding contractual negotiations.

1. Negotiations by Loyola University New Orleans regarding possible appointment of faculty members of other institutions should be begun and completed as early as possible.
2. It is desirable that, when feasible, a Loyola faculty member who has been approached by another university with regard to a position inform the Dean that negotiations are in progress.
3. A Loyola faculty member who accepts a binding appointment elsewhere should always promptly notify Loyola University. A Loyola faculty member should not resign to accept other employment after May 15, or thirty days after receiving an offer of employment at Loyola for the following year, whichever date occurs later. A faculty member may ask the Provost and Vice President for Academic Affairs to waive this requirement on the basis of an alleged emergency, but the faculty member should conform to the decision.
4. Except by agreement with Loyola, a faculty member should not resign a faculty position during the academic year in which an appointment is held.

J. *Emeritus Status*²

The following policy applies to all Ordinary Faculty members and academic administrators who hold faculty rank.

1. Loyola considers granting emeritus status upon retirement to all assistant and associate professors, professors and university professors and academic administrators who normally have given 15 or more years of service to the university and who have made significant contributions to the university.

² Updated Text – Policy Revised by BOT on May 14, 2010

2. A faculty member should notify the chair/area chairperson/area coordinator and Dean, and academic administrators should notify the Provost, one year in advance, of their intention of retiring at the end of the following academic year. The chair/area chairperson/area coordinator, as representative of the department/area in which the faculty member has held an appointment, will nominate eligible faculty members for emeritus status to the respective College's Rank and Tenure Committee and dean. (In the absence of a nomination from the chair/area chairperson/area coordinator, an individual may self nominate himself/herself.) Following thorough review of all information, the College Rank and Tenure Committee will forward to the Dean a recommendation regarding the granting of emeritus status prior to January 31 in the year which they are retiring. The Dean appends his or her recommendations and sends both to the Vice President for Academic Affairs prior to February 15. If all three, namely, the College Rank and Tenure Committee, the Dean, and the Vice President for Academic Affairs after consultation with the President, agree, the case is settled. Should one of the three parties disagree, the promotion is denied, but the faculty member may appeal the decision to the University Rank and Tenure Committee, which shall consider the case in its entirety and forward its recommendation to the President, who adjudicates the matter. Unless the President has compelling reasons, he will follow the recommendation of the University Rank and Tenure Committee; in the event he does not, he will give the University Rank and Tenure Committee and the faculty member his reasons in writing.
3. Newly appointed emeriti faculty will be recognized each year at graduation.
4. Emeritus privileges include:
 - a. Faculty privileges in the University Libraries.
 - b. Notification of all University events for faculty or open to faculty.
 - c. Bookstore privileges, educational benefits, use of recreational/sports facilities, parking permits, and faculty club and dining privileges.
 - d. Tuition and scholarship benefits for dependents available to the Ordinary Faculty.
 - e. Continued research support including assistance from the grants and research office in preparing external grant requests, and office space, as available, and upon approval of the dean and provost.
 - f. Retaining university email privileges unless the faculty member requests removal.
 - g. Whenever there is a need, the Deans of the colleges shall consider emeriti faculty members to teach courses in their special areas of expertise. Compensation will be appropriate to rank and emeriti status.

CHAPTER SEVEN

PROFESSIONAL RESPONSIBILITIES OF ORDINARY FACULTY

A. *Support of Institutional Goals*

Each faculty member should support the institutional goals of Loyola University New Orleans. The way of supporting these goals will vary according to each one's faith and conscience. Each faculty member has the right to hold and express personal religious beliefs though these may differ from Catholic doctrine. However, it would be a violation of one's professional dignity and integrity to join the Loyola faculty and then in the classroom or while engaged in other University activities deride the beliefs of any faith and especially the Catholic Church. This does not inhibit the scholarly and relevant criticism of Catholic organizations, leaders, activities, and particular theological opinions.

B. *Protection of Rights*

Each faculty member is enjoined to protect the rights to which every other member of the University community is justly entitled.

All members of the University community have the right to expect University action prohibiting on-campus activities of students, faculty and/or administrators which would interfere with the exercise of their civil rights and/or the performance of their duties and responsibilities.

Membership in the academic community imposes on faculty members, students, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage University facilities or disrupt the classes of one's colleagues.

Students are entitled to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. No student should be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

C. *Specific Professional Responsibilities*

The specific professional responsibilities of a faculty member fall into three categories: teaching, research and publication, and community service.

1. Teaching Responsibilities

Each faculty member shall pursue excellence in the preparation for and performance of teaching duties. It is subject mastery and personal scholarship which entitle a faculty member to freedom in classroom presentation of professional subject matter. Thus, it is improper for an instructor persistently to intrude material which has no relation to a subject, or to fail to present subject matter of a course as announced to students and as approved by the faculty in their collective responsibility for the curriculum.

Each faculty member shall observe duly promulgated regulations concerning such matters as the cancellation of scheduled classes, examinations, grades, current syllabi, teaching assignments, contact hours, full-time employment, and assessment and development of the curriculum.

Each faculty member shall be responsible for the timely preparation and grading of student examinations, as well as directing and carefully evaluating student assignments within a reasonable time.

2. Publication and Research Responsibilities

Each faculty member shall engage in research and develop personal scholarship.¹ These activities should, however, reinforce and vitalize teaching; they should not supercede or exclude it.

Each faculty member shall maintain an active scholarly interest in his or her professional field in order to stimulate and challenge students in the classroom. This scholarly interest may be evidenced by such activities as attendance at professional conferences, reviews of professional literature and other professionally related activities.

3. Community Service Responsibilities

Each faculty member shall be expected to contribute to the general welfare of the community as well as the University through such activities as working on committees, serving as advisor for student organizations, active involvement in civic and cultural life, cooperation in student recruitment, and active participation in professional societies.

Each faculty member shall be responsible for regular academic advising and guidance of students, shall maintain scheduled office hours, and shall be familiar with academic regulations and the curriculum of his or her College. Each faculty member should refer students when appropriate to University service agencies (e.g., University Ministry, Student Health Service, Counseling and Career Services, Academic Resource Center, etc.)

¹ Examples of scholarship are listed in Chapter 4, Section A3b.

D. *Faculty Teaching Assignments*

Faculty teaching assignments are the responsibility of the Dean. Normally, the Dean will accept the recommendation of the faculty members in the concerned area.² In those colleges in which there are departmental or area chairpersons, they shall make teaching assignments with the approval of the Dean. Faculty teaching assignments may include classes in another College of the University.

E. *Faculty Teaching Load*

Twelve credit hours per semester is the maximum teaching load for the Ordinary Faculty.³ For a faculty member who is involved in laboratory classes, the load is limited to a maximum of fifteen contact hours per week. A twelve credit hour teaching load will involve no more than three lecture course preparations.

The twelve credit hour teaching load is reduced for departmental and area chairpersons in consideration for the added administrative duties attached to these positions, and also for faculty members who teach graduate courses or who have new course preparations. The twelve credit hour load is similarly reduced for those faculty members who can adequately document to the departmental chairperson and the Dean their regular involvement in the specific faculty responsibilities identified in Chapter 7, Sections C-2 and C-3, in accordance with the specific College criteria and procedures for reductions in teaching load.

Experience indicates the impossibility of formulation of a mathematical norm for comparison of the service to the University expected of each faculty member. The individual faculty member may have several quite different duties, some of which may vary strikingly at different times during the year. It is important, therefore, that individual workloads be determined by, or in consultation with, the department or other academic unit most familiar with the demands involved. Those responsible should be allowed a measure of latitude in making individual assignments, but care should be taken that all of the individual's services to the University are considered.

² The term "teaching assignment" as used in this Handbook refers to the number of contact hours, specific course offerings, and the scheduling of classes, including the location and the time of class offerings. This term does not include determination of course content which is the right and responsibility of the Ordinary Faculty.

³ In the College of Law, it is the policy that the faculty member will normally teach two courses each semester. Occasionally, one course is to be repeated; when this occurs, the faculty member shall teach not more than eight scheduled class hours per week except at the faculty member's request.

The following common sources of inequity in the distribution of faculty workloads should be considered by the Dean, administrators, and faculty in determining individual faculty workloads:

1. The number of different course preparations should be considered as well as the total class hours per week.
2. Special adjustments may be appropriate for the faculty member introducing a new course or substantially revising an older course. This is a matter of institutional self-interest as well as equity; if the new course has been approved as likely to strengthen the University's program, all appropriate measures should be taken to ensure its success.
3. Extreme differences in scope and difficulty between some courses is obvious. Imbalances may occur not only between courses in different disciplines but also within the same discipline. In some subjects the advanced course is the more demanding; in others, the introductory course. One course may entail constant student consultation; another may entail a heavy burden of paperwork. At least the more obvious discrepancies should be corrected.
4. The size of the classes taught should also be considered. The larger class is not always more demanding than the smaller class, but it does not follow that the question of class size can safely be ignored. There will be many generally comparable courses and for these the difficulty will probably be directly proportional to the number of students involved.
5. A certain level of scholarship is required of all faculty members; however, a distinction must be made between research in direct support of classroom teaching and original, exploratory work in some special field of interest. It is expected that some but not all faculty members will engage in formal research and scholarship. Research efforts for general course preparation do not warrant workload reduction; however, it is University policy to adjust workloads to permit faculty members to pursue formal research. It is doubtful that a continuing effort in original inquiry can be maintained by a faculty member carrying a teaching load of more than nine hours.
6. Although faculty members expect to advise students, serve on committees, participate in professional societies, and fulfill certain administrative duties, a heavy commitment in any one of these areas, or service in many of these areas at once, will impair the effectiveness of the faculty member as a teacher and scholar. A reduction in workload is manifestly in order when the University wishes to draw heavily on the services of an individual in this way, or when with its approval he or she is engaged in community or government service. The faculty unit responsible for individual assignments should take all such additional services into full consideration.

F. Responsibilities of Faculty Status

Faculty members should not lend the name of the University to any advertising material designed to further the sale or commercial use of any product without the express approval of the President. An exception is a scholarly work such as a book, manuscript, publication or other academically related item.⁴

The University faculty member is a citizen and a member of a learned profession. When speaking or writing as a private citizen, each faculty member is free from institutional censorship, and will not be disciplined for public utterances. However, each faculty member should remember that the public may judge the University and his or her profession by these public utterances. Hence, faculty members should attempt to be consistently accurate, should exercise appropriate restraint, and should show respect for the opinions and rights of others. When expressing a personal belief or opinion, a faculty member or administrative officer may identify himself as such, but he should at all times make it clear, whenever circumstances might indicate otherwise, that he is speaking in his own name and not in the name of the University.

None of the above should be interpreted to mean that there is any prohibition on political activity. On the contrary, faculty members have every right to fulfill their roles as citizens, including campaigning for and holding of public office. However, if in the judgment of the President these activities interfere with the performance of full-time duties, the faculty member may be required to take a leave of absence without pay.

⁴ The University Copyright and Patent Policy is Appendix B.

CHAPTER EIGHT

PROFESSIONAL RIGHTS OF THE FACULTY

A. *Individual Rights of the Faculty*

Each faculty member has the right of free inquiry and exchange of ideas in teaching and scholarly pursuits.

Each faculty member has the right to present subject matter in the manner he or she deems most suitable, as well as the right to present controversial material relevant to a course of instruction.

Each faculty member has the right to the enjoyment of constitutionally protected freedoms of action and expression, and the right to dissent, without jeopardizing his or her livelihood.

Each faculty member has the right to be judged by his or her colleagues, as well as by the administration, in accordance with clear criteria and fair procedures in matters of promotion, tenure and discipline.

In matters of discipline, complaints must be written and signed. No University committee or administrator hearing a case concerning a complaint against a faculty member or considering disciplinary action against a faculty member will receive any letter or document concerning that faculty member without so informing him or her. The faculty member will have immediate access to such documents and may present the committee or administrator with other information in response.

If a verbal complaint, lodged against a faculty member to an administrator, is judged by the administrator to be serious in nature, the administrator hearing that complaint shall make every reasonable effort to schedule a meeting as soon as possible with the affected faculty member to discuss the matter in personal conference.

The University understands that Jesuit faculty members are appointed to service at Loyola University New Orleans by their religious superiors, specifically the Provincial of the New Orleans Province of the Society of Jesus. While the University binds itself to treat Jesuit faculty members according to the norms specified in this *Faculty Handbook*, it recognizes the prerogative of the Provincial to assign a Jesuit to duties in a location other than Loyola.

B. *Collective Rights of the Faculty*

1. *Determination of Curriculum and Faculty Status*

The faculty as a whole, as Colleges or departments, or some combination of these, has the primary right of determination in such fundamental areas as faculty status, research, curriculum, subject matter, course content, procedures for the evaluation of students, and those other aspects of student life which relate to the educational process. On these

matters the power of review or final decision lodged in the President or Board of Trustees should be exercised adversely only in rare and exceptional circumstances and for compelling reasons, communicated to the faculty in detail. The faculty, following such communication, has the opportunity for further consideration and further transmittal of its views to the President or Board. Budgets, manpower limitations, the time element and the policies of other groups, bodies and agencies having jurisdiction over the University may set limits to effecting faculty advice.

The faculty sets the requirements for the degrees in course, determines when the requirements have been met, and authorizes the President and the Board of Trustees to grant degrees thus achieved. In those cases where authorities other than teaching faculty members participate in decisions on these matters, they do so by virtue of responsibilities delegated to them by the faculty.

The faculty exercises the primary right of determination in matters of faculty status. This area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, faculty discipline and dismissal. The primary right of faculty for determination in such matters is based on the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues. Determinations in these matters by faculty action is through rank and tenure procedures, reviewed by the Deans and the Provost and Vice President for Academic Affairs with the concurrence of the President and the Board of Trustees.

2. Right of Participation in College and University Governance

It is the established practice and deliberate policy of the University to accord the faculty the right of participation in College and University governance at every level where faculty responsibility is present. Major areas of faculty participation include, but are not limited to:

- a.* establishing requirements for matriculation and degrees;
- b.* appointing, reappointing, making decisions not to reappoint, promoting, and dismissing faculty and making decisions regarding the granting of tenure;
- c.* selecting Deans, chairpersons of departments or area coordinators, and certain academic administrators such as the Provost and Vice President for Academic Affairs and the President of the University;
- d.* disciplining members of the faculty, and formulating rules and procedures for the disciplining of students;
- e.* establishing norms for teacher responsibilities and for evaluations of faculty achievement;
- f.* determining the structure and procedure for faculty participation in departmental, College and University governance, including those agencies for faculty participation at all levels where faculty members are present;

- g.** establishing the policies and procedures governing salary increases; and
- h.** participating in deliberations concerning revision of the *Faculty Handbook*.

Agencies for faculty participation in governance of the College or University should be established at each level where faculty responsibility is present. Faculty representatives should be selected by the faculty according to procedures determined by the faculty. The structure and procedures for faculty participation should be designed, approved and established by joint action of the faculty and administration of the University. The agencies may consist of all faculty members of a department, College, division or University as a whole, or may take the form of faculty-elected committees.¹ One such agency is the University Senate,² which exists, in part, to express views of the faculty to the President. The means of communication among the faculty, administration and Board of Trustees that should be in use are: (1) circulation of memoranda and reports by board, administration and faculty committees; (2) joint *ad hoc* committees; (3) standing liaison committees; and (4) membership of faculty members on administrative bodies. Whatever the channels of communication, they should be clearly understood and observed.

C. *Academic Freedom*

Essential to the purpose of a university is the free and unhampered pursuit of truth and knowledge and the free and unhampered communication of truth once discovered and understood. Moreover, every member of a university community has the right and duty to participate freely in the searching and sharing of truth.³

Every teacher and every student must enjoy that freedom of thought, discussion, and action which is required by this communal pursuit of truth in an effort to achieve well-grounded knowledge and understanding. Opinions and theories must be formulated and used as instruments in the pursuit of truth, but they must be distinguished from fact and demonstrated conclusions. In teaching, the scholar should be guided by evidence and truth, not by pressure of public opinion or political partisan policy, nor by tyranny of any individual or special interest group.

It is the obligation of the University administration to protect teachers and students from all destructive pressures and harassments.

The essence of Christian morality is respect for the human person as a child of God. This respect covers such basic rights as security of person and property and is extended to include the right to personal beliefs and to express those beliefs without fear of reprisal directly or indirectly. Honest academic inquiry, controversy or debate is not to be shackled. Faculty members may not be harassed or intimidated; neither may students be harassed or intimidated by members of either the faculty or the administration.

To teach or to advocate an idea or doctrine is always legitimate. Any position may be argued; no position should be argued in such a way as to imply that grades or other considerations could be influenced by a student's submitting to an instructor's opinion. Because the college classroom, in a sense, provides a captive audience, faculty members must exert every effort not to attack nor deride religious or political beliefs of students.

Non-Catholic scholars are welcomed within Loyola University New Orleans without the imposition of any personal religious requirement. They are honored and respected for their scholarly achievement and dedicated teaching. Indeed, the presence of and active participation by faculty members who are not Catholics in this University community are most desirable and even necessary to bring authentic universality to Loyola. Those of alternative views, whether students, faculty members or administrators, bring rich contributions from their own various traditions, whether religious or secular. They also further, by their participation in University life, the search for understanding and the meaning of human commitment.

On the other hand, the non-Catholic joining the faculty of a Catholic university is rightfully expected to understand that he or she is coming into an institution in which Christian morality is central, and in which Revelation is accepted as a source of knowledge as valid as natural human experience or reason, and where theology is recognized as a science in its own right. He or she is, therefore, expected to show respect for both Christian morality and Christian teaching. The Catholic Church does not govern Loyola University New Orleans, but Loyola has a special relationship to Catholics who seek something distinctive in education and have a right to find it in the University.

D. *Grievance Procedure*

If any faculty member has cause for grievance in any matter not covered by the procedures described elsewhere in this *Faculty Handbook*, he or she may petition the University Conciliation Committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any information which the petitioner deems pertinent to the case. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Committee will have the right to decide whether or not the case merits a detailed investigation. The Committee may seek to bring about an amicable settlement of the issue satisfactory to both parties. If, in the opinion of the Committee, no such settlement is possible, the Committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer or faculty body.

With respect to violations of academic freedom or alleged discriminatory treatment based on race, color, sex, disability, age or national origin, the University Conciliation Committee will conduct an informal investigation of the matter and attempt an informal reconciliation between parties. Failing informal reconciliation, if the case involves alleged violation of academic freedom, it shall be referred to the University Rank and Tenure Committee for a formal adjudicative hearing. If the case involves alleged discrimination, the matter shall be referred to the Civil Rights Grievance Committee. In either case, the procedures set forth in Chapter 9, Section C-4, shall be observed, except that the burden of proof shall rest with the faculty member making the allegation.

¹ The major committees are described in Chapter 16.

² The Constitution and By-Laws of the University Senate are Chapter 13.

³ This is a statement of general principles; it is not a juridical statement. It must not be interpreted to provide causes of termination other than those defined in Chapter 9.

CHAPTER NINE

TERMINATION OF FACULTY APPOINTMENTS

Termination of an appointment with tenure, or of a probationary appointment before the end of the specified term, may be effected by the University only for adequate cause.¹ Adequate cause will be related, directly and substantially, to the fitness of the faculty member in his or her capacity as a teacher and/or researcher, or based on valid reasons for discontinuing a program or department of instruction, or financial exigency. Termination will not be used to restrain faculty members in their exercise of academic freedom or any Constitutional rights.

A. Specific Causes for Termination

The University may initiate proceedings for termination of tenured appointments or of non-tenured contracts during the contract period only for the following causes:

1. Grave irresponsibility in discharging faculty obligations as set forth in Chapter 7, Sections A, B, C-3 and F.
2. Incompetence in carrying out teaching responsibilities according to Chapter 7, Section C-1.
3. Prolonged inactivity in research, publication and other scholarly activity as set forth in Chapter 4, Sections A through C and Chapter 7, Sections C-2 and E-5.
4. Substantial misrepresentation of facts relevant to faculty status at Loyola University New Orleans, such as false claims to academic degrees or serious misrepresentation of previous academic or professional experience.
5. Use of the classroom or of University activities to deride flagrantly the Catholic faith. This does not inhibit the scholarly and relevant criticism of such things as Catholic organizations, leaders, activities, and particular theological opinions and traditions. Each faculty member has the right to express and explain personal beliefs, though these may disagree with Catholic doctrine.
6. A grave offense which clearly and flagrantly violates well-established principles of Catholic morality, knowing that it does so, and committed during the discharge of University responsibilities. Examples of grave offenses of this kind would include causing any student to commit an immoral or illegal act, or the practice of racism in any phase of University life. It should be noted that private activities of faculty members and personal opinions expressed by faculty members do not come within this definition of grave offense.
7. Blameworthy involvement in criminal activities or flagrantly unacceptable public conduct which would reasonably be expected to affect seriously the faculty member's discharge of University responsibilities or to interfere seriously with the educational purposes of the University.

8. Clear and convincing medical evidence that the faculty member cannot continue to fulfill the terms and conditions of his or her appointment.

9. Discontinuance of a program or department of instruction. If a decision is made to discontinue formally a program or department of instruction, this decision will be based essentially upon educational considerations, which may involve financial matters. Educational considerations and financial matters do not include cyclical or temporary variations in enrollments but must reflect the long-range judgments that the educational mission of the University as a whole will be maintained or enhanced by discontinuance.

10. Termination for financial exigency under extraordinary circumstances because of a demonstrably *bona fide* imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.

B. *Suspension from Exercise of Faculty Status*

A suspension occurs when a faculty member is temporarily relieved of his or her faculty responsibilities. The procedures established below shall be followed expeditiously in all cases, including medical, and the compensation of the faculty member shall be continued during the period of the suspension.

1. When alleged grounds arise to consider suspension of a faculty member who has tenure or whose term appointment has not expired, before the proposed suspension takes effect the Provost and Vice President for Academic Affairs will discuss the matter with that faculty member and/or that faculty member's designate in personal conference. The matter may be concluded by mutual consent at this point.

However, if an agreement does not result at this point, the Provost and Vice President for Academic Affairs will present the issues to the University Conciliation Committee, which will make an informal inquiry into the situation to effect an agreement if possible and, if no agreement is effected, determine whether in its view formal proceedings to consider the proposed suspension will be instituted. If the committee recommends to the President of the University that such proceedings should begin and the President concurs, or if the President, even after considering a recommendation of the Committee favorable to the faculty member, decides that proceedings should be undertaken, then the suspension will take effect immediately and action will be commenced under the following procedures:

a. 1. If the President of the University and the University Conciliation Committee agree, they will jointly formulate a statement with reasonable particularity of the alleged grounds for the suspension and issue it to the faculty member within ten working days;

¹ This chapter of the *Faculty Handbook* does not relate to decisions not to renew probationary appointments.

2. If the President of the University and the University Conciliation Committee do not agree, then the President or his delegate will formulate a statement with reasonable particularity of the alleged grounds for the suspension and issue it to the faculty member and to the members of the University Conciliation Committee within ten working days.

b. Formal proceedings to consider the suspension will commence with the written statement addressed to the faculty member from the President of the University informing the faculty member of the reasonable particulars for the suspension. These reasonable particulars will include the dates and times of alleged incidents, a preliminary list of potential witnesses, and the names of any individuals making charges against the faculty member. This written communication will also contain the time and place that the University Rank and Tenure Committee will formally hear the case. The hearing date will be no later than twenty working days after the written communication has been received by the faculty member and will be conducted according to the following procedures which can be waived only in writing by the suspended faculty member:

1. Members of the University Rank and Tenure Committee deeming themselves disqualified for bias or interest shall remove themselves from the case. Each party will have a maximum of two challenges without a stated cause.

2. The Committee may, with the consent of the parties concerned, hold joint prehearing meetings with the parties in order to (a) simplify the issues, (b) elicit stipulations of facts, (c) provide for the exchange of documentary or other information, and (d) achieve such other appropriate prehearing objectives as will make the hearing fair, effective and expeditious.

3. The hearing will be closed unless both the President and the faculty member agree to a public hearing.

4. During the proceedings the faculty member will be permitted to have an academic advisor and/or counsel of his or her choice.

5. At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

6. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request.

7. The burden of proof that adequate grounds for the suspension exist rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

8. The Committee will grant adjournments to enable either party to investigate evidence when a valid claim of surprise is made.

9. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Committee in securing witnesses and making available all documentary and other evidence.

10. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses cannot appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose their statements, and, if possible, provide for interrogatories.

11. In the hearing of charges of academic incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

12. The Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

13. The findings of fact and decision will be based solely on the hearing record.

14. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed.

15. Within ten working days after completing its deliberations, the Committee will simultaneously provide the President and the faculty member its written recommendation. Both the President and the faculty member will be given a copy of the record of the hearing as expeditiously as possible.

16. If the Committee concludes that adequate cause for suspension has not been established by the evidence in the record, it will so report to the President. If the Committee concludes that adequate cause for suspension has been established, it shall make a recommendation concerning the length and other conditions of the suspension. If the Committee concludes that adequate cause for a suspension has been established, but that a penalty less than suspension would be more appropriate, it will so recommend with supporting reasons. If the President rejects the report, he will state his reasons for doing so in writing both to the Committee and to the faculty member and will provide an opportunity for a written response before making a final determination.

17. If a suspension occurs for more than one year, absent mutual agreement otherwise, it is a termination and should be treated as such (cf. 9-4 to 9-7 below, "Procedures for Contract Termination for Cause" and "Procedures for Termination for Medical Reasons").

2. The procedures outlined in section 1 above must be followed in all cases. If, however, the Provost and Vice President for Academic Affairs and/or the President of the University judge that serious, immediate harm would come to a faculty member, whether tenured or not, to students, or to the University through the continued professional or teaching activity of a faculty member, they may immediately suspend that faculty member, whether tenured or not, and refer the case to the University Conciliation Committee, in writing, as soon as practicable but no later than ten working days. If at all possible, even under these circumstances, the Provost and Vice President for Academic Affairs shall make every reasonable attempt to discuss the matter with that faculty member and/or that faculty member's designate in personal conference, and then the procedures outlined in section 1 above will be followed.

C. Procedures for Contract Termination for Cause

These procedures are used when it is proposed to dismiss a faculty member during the contract period from a faculty position because of grave cause related, directly and substantially, to the fitness of the faculty member in his or her professional capacity as a teacher and researcher, specifically limited to those listed in this *Faculty Handbook* in Chapter 9, Section A, parts 1 through 7. Dismissal of a faculty member with continuous tenure, or with a special or probationary appointment before the end of the specified term will be preceded by:

1. Discussion between the faculty member and appropriate administrative officers looking toward a mutually agreeable settlement.

In the case of those serious causes for termination of a tenured faculty member set out above in which there is a reasonable basis for belief that such a cause or causes can be removed, remedied or changed by the faculty member after consultation, admonition or exhortation, the Dean shall meet with such faculty member before any proceedings for termination are instituted. The Dean shall confer with such a faculty member setting out with specificity any basis for termination and shall afford such faculty member a reasonable opportunity to explain his or her position and to remedy or rectify any deficiencies. A written account of the matters discussed at the meeting shall be sent to such faculty member by certified mail.

2. Informal inquiry by:

a. the faculty member's College Rank and Tenure Committee, if the alleged cause is listed in this Handbook at Chapter 9, Section A, parts 1 through 6; or

b. the University Conciliation Committee, if the alleged cause is listed in this Handbook at Chapter 9, Section A-7.

The committee that has made the informal inquiry may, failing to effect an adjustment, determine whether in its opinion dismissal proceedings should be undertaken. The committee will send a report of its finding, which is not binding, to the President and the faculty member.

3. A statement of charges framed with reasonable particularity by the President or the President's delegate. Following the statement of reasons, the individual concerned will have the right to a formal hearing by the University Rank and Tenure Committee.

4. A formal adjudicative hearing by the University Rank and Tenure Committee. The University Rank and Tenure Committee's procedures shall be as follows:

a. Members deeming themselves disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative. Each party will have a maximum of two challenges without a stated cause.

b. The University Rank and Tenure Committee may, with the consent of the parties concerned, hold joint prehearing meetings with the parties in order to (i) simplify the issues, (ii) elicit stipulations of facts, (iii) provide for the exchange of documentary or other information, and (iv) achieve such other appropriate prehearing objectives as will make the hearing fair, effective and expeditious.

c. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. The faculty member may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges or asserts that the charges do not support a finding of adequate cause, the Committee will evaluate all available evidence and rest its recommendation upon the evidence in the record.

d. The University Rank and Tenure Committee, in consultation with the President and the faculty member, will exercise its judgment as to whether the hearing should be public or private.

e. During the proceedings the faculty member will be permitted to have an academic advisor and/or counsel of his or her choice.

f. At the request of either party or the Committee, a representative of a responsible educational association shall be permitted to attend the proceedings as an observer.

g. A verbatim record of the hearing or hearings will be taken and a typewritten copy will be made available to the faculty member without cost, at the faculty member's request.

h. The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the record considered as a whole.

i. The Committee will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

j. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The administration will cooperate with the Committee in securing witnesses and making available documentary and other evidence.

k. The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witnesses can not or will not appear, but the Committee determines that the interests of justice require admission of their statements, the Committee will identify the witnesses, disclose their statements, and if possible provide for interrogatories.

l. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

m. The Committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

n. The findings of fact and decision will be based solely on the hearing record.

o. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees. The President and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.

p. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, he will state his reasons for doing so in writing to the University Rank and Tenure Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. Such penalties may take the form only of reduction in academic rank, censure or admonition.

5. Action by the Board of Trustees

If dismissal or other severe sanction is recommended, the President will, on request of the faculty member, transmit to the Board of Trustees the record of the case. The Board's review will be based on the record of the University Rank and Tenure Committee hearing, and it will provide opportunity for argument, oral or written or both, by the principals at the hearings or by their representatives. The decision of the University Rank and Tenure Committee will either be sustained, or the proceeding returned to the Committee with the specific objections. The Committee will then reconsider, taking into account the stated objections and receiving new evidence if necessary. The Board will make a final decision only after study of the Committee's reconsideration.

6. In case of termination for cause, the University Rank and Tenure Committee will recommend to the President whether or not severance pay appears justified.

D. Procedures for Termination for Medical Reasons

Following a reasonable period when the faculty member is under suspension for medical reasons, procedures for termination for these same reasons as set forth in Chapter 9, Section A-8, may be initiated if there is a preponderance of medical evidence that the faculty member is unable to resume fulfillment of the terms and conditions of appointment. The decision to terminate will be reached only after there has been consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed termination and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. If the faculty member so requests, the evidence will be reviewed by the University Conciliation Committee, and this Committee shall issue a written recommendation concerning the propriety of the proposed termination to appropriate University administrators and to the faculty member concerned. The Board of Trustees shall make the final decision after careful consideration of the recommendations of the administration and the University Conciliation Committee. No decision to terminate for medical reasons shall become effective prior to six months following the onset of the faculty member's suspension for medical reasons or until the onset of disability benefits, whichever period comes first.

E. Procedures for Termination Because of Discontinuances

1. A proposal to discontinue a program or department of instruction will be evaluated by the Standing Council for Academic Planning, which will apply the criteria established by the University Senate. The Standing Council for Academic Planning will advise, in writing, the Board of Trustees, the President, and the University Senate concerning the proposed discontinuance. Final decision on program discontinuances is made by the Board.

2. Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the University will make every effort to place the faculty member concerned in another suitable position. If placement in another position would be facilitated by a reasonable period of training, financial and other support for such training will be proffered. If no position is available within the University, with or without retraining, the faculty member's appointment may then be terminated, but only with the provision for severance salary equitably adjusted to the faculty member's length of past and potential service.

3. A faculty member may appeal a proposed relocation or termination resulting from a discontinuance and has the right to a full hearing before the University Rank and Tenure Committee in which the essentials of an on-the-record adjudicative hearing are observed. The issues in this hearing will include the question of the University's failure to satisfy any of the conditions of this section. In such a hearing the determination by the Standing Council for Academic Planning that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

F. *Procedures for Termination Because of Financial Exigency*

The University Senate, in cooperation with the University administration, shall formulate criteria for (a) identifying a *bona fide* state of financial exigency, and (b) determining proper institutional response to such a condition, which shall include guidelines for identifying faculty members to receive notice of termination, should this be necessary. The University Senate shall act expeditiously in formulating these criteria and guidelines and shall review these criteria and guidelines on a continuing basis, but no less than once every three years subsequent to their adoption.

1. If the President determines that a condition of financial exigency may be imminent, an *ad hoc* Exigency Planning Committee (EPC) shall be constituted. This Committee shall be composed of the full membership of the Standing Council for Academic Planning, with the voting privileges as described in Chapter 16-4. If the voting membership of SCAP does not include at least two non-tenured members of the Ordinary Faculty, the University Senate shall elect additional non-tenured member(s) so that EPC includes two non-tenured members of the Ordinary Faculty as voting members. The EPC shall hear all evidence that a state of financial exigency exists or is imminent based upon established criteria, and shall issue a written report regarding the existence and extent of the condition to the President and to the University Senate. If the EPC determines that a *bona fide* state of financial exigency exists or is imminent, it shall investigate and make recommendations, based upon the established criteria, concerning alternative institutional responses to the condition. These recommendations of the EPC shall be known as the Financial Exigency Plan. The University Senate may request in writing that the EPC reevaluate its recommendations if it is determined that the criteria established by the University Senate were improperly applied in the formulation of the Financial Exigency Plan. If, after receipt of the Financial Exigency Plan, the President judges that the condition of financial exigency is serious enough to warrant termination of tenured faculty appointments or cancellation of non-tenured contracts during the contract period, he shall order implementation of the guidelines established for identifying faculty members to receive notice of termination. The President shall provide each faculty member affected with a written statement of the basis for the initial decision to terminate, which shall include a description of the manner in which the decision to terminate was reached, and of the faculty member's right to a hearing before the University Rank and Tenure Committee.

2. If the President issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before the University Rank and Tenure Committee. In this hearing, the essentials of an on-the-record adjudicative hearing will be observed. Issues in this hearing may include, but will not be limited to, the following:

a. The existence and extent of the condition of financial exigency. If the University Senate has accepted the Financial Exigency Plan of the EPC as conforming to established criteria and guidelines, the recommendations embodied in the Financial Exigency Plan shall be considered presumptively valid, such that the burden of proof will rest on the President or the affected faculty member if either disagrees with the determination of the EPC in this situation.

b. The validity of the remedy implemented by the administration. The recommendations given by the EPC shall be given the greatest weight in reaching a conclusion on this matter.

c. The proper application of all criteria and guidelines established by the University Senate in identifying faculty members to receive notice of termination.

3. If the University, because of financial exigency, terminates tenured appointments or cancels non-tenured contracts before the end of the contract period, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. A faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances where a serious distortion of the academic program would otherwise result.

4. Before terminating an appointment because of financial exigency, the University, with faculty participation, will make every reasonable effort to place the faculty member concerned in another suitable position within the University.

5. In all cases of termination of appointment because of financial exigency, the faculty member concerned will be given notice as in Chapter 6, Section C of this *Handbook*.

6. In all cases of termination of appointment because of financial exigency, the position of the faculty member concerned will not be filled by a replacement within a period of three years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline the offer.

7. Faculty members terminated because of financial exigency are entitled to severance salary equitably adjusted to the faculty member's length of past and potential service.

CHAPTER TEN

THE SUMMER SESSION

A. *Obligations*

The Summer Session is an integral part of the University, and faculty involved in it are expected to fulfill all the normal obligations of their position as outlined in this *Faculty Handbook*. Exceptions with regard to eligibility and contracts are noted below.

B. *Eligibility*

All members of the Ordinary Faculty are eligible to teach in the Summer Session for additional compensation, except that:

1. Faculty members on twelve-month contracts are obligated to teach six credit hours each summer as a part of their regular contract. This requirement may be modified for those with heavy administrative duties or for other appropriate reasons. Such modifications must be approved by the Senior Vice Provost for Academic Affairs, after consultation with the departmental chairperson and the Dean of the appropriate College or School. Faculty members on twelve-month contracts, whose primary responsibility is teaching, are entitled to every third summer off for research or professional development.
2. Members of the Ordinary Faculty on nine-month contracts are not entitled to summer employment unless they are returning the following academic year. If the faculty member resigns before the Summer Session begins, but after signing a Summer Session contract, the Summer Session contract is rendered null and void.

C. *Priority*

Members of the Ordinary Faculty have priority over part-time and visiting faculty for Summer Session appointments.

D. *Responsibility*

The Provost and Vice President for Academic Affairs has primary responsibility for establishing the Summer Session salary scale and directly related conditions.

CHAPTER ELEVEN

LIBRARY FACULTY

I. *The University Library*

This section augments and explains policies relating to those instances where the role and status of the University Library Faculty differs from that of the teaching faculty. The University Library faculty members enjoy all protections, processes, and procedures of the Ordinary Faculty.

A. University Library Faculty

The University Library Faculty reports to the Dean of Libraries. The Dean of Libraries is the director of a major unit of the University which serves all colleges and departments. The Dean of Libraries is responsible to the Vice President for Academic Affairs and is a member of the Ordinary Faculty. The Dean of Libraries formulates the policies, rules and regulations to secure the fullest use of the library by faculty and students. The Dean of Libraries serves as chief administrative officer to the library and discharges his or her duties in conformity with the highest principles of the profession.

B. Norms for Appointment and Advancement

The following criteria for appointment and acquisition of rank and tenure by University Library Faculty detail specific standards and procedures applicable to University Library Faculty¹. Except for conditions of this policy, conditions of appointment, contract renewal, promotion, and termination of University Library Faculty are the same as for other members of the Ordinary Faculty.

Academic preparation for appointment to the University Library Faculty is attested by an appropriate professional degree. The basic quality that must be evident for promotion in academic rank is the ability to perform at a high level in areas that contribute to the educational and research mission of the University, such as:

- information and technology literacy;
- teaching;
- reference service;

¹ These criteria were adapted from *Academic Librarianship and the Redefining Scholarship Project*, a report from the Association of College and Research Libraries Task Force on Institutional Priorities and Faculty Awards, March 1998.

- instructional technology;
- selection and evaluation of information resources;
- information and information resource management, organization, and access.

Evidence of a high level of performance is indicated by the following:

- Leadership in providing excellent programs and services that serve the needs of library users and promote the educational mission of the University. Anticipation of and response to trends in higher education.
- Contributions to the educational function of the University and to the general welfare of students through active participation on committees, taskforces, etc.
- Activities related to inquiry or research: publications in professional and scholarly journals as well as alternate forms of publications; presentation of papers; review of books and other literature; consulting; service on a task force of experts, review committee or similar body; participation in continuing education.
- Contributions to the advancement of the profession by active participation in the professional and learned societies.

The Library Rank and Tenure Committee will make recommendations for promotion and tenure for the University Library Faculty to the Dean of Libraries, who will append his or her recommendations and forward these to the Provost and Vice President for Academic Affairs for final review.

Promotion to the ranks of Assistant Professor, Associate Professor, and Professor requires a record of successful fulfillment of the norms for promotion in academic rank.

1. Instructor

As all University Library faculty must possess the terminal degree, University Library faculty are ordinarily appointed to the rank of Assistant Professor. Under extraordinary circumstances, the Dean of Libraries may choose to appoint at the rank of Instructor. Appointment to the rank of Instructor ordinarily presupposes the following qualifications:

- a. possession of the master's degree from an American Library Association accredited school of librarianship or appropriate professional degree;
- b. possession of adequate training and preparation as evidenced by educational and/or professional experience;
- c. potential for progress toward Assistant Professorship according to the ordinary norms.

The appointment is for one year and may not be renewed more than three times. Failure to qualify for promotion to the rank of Assistant Professor in the third year of service constitutes notice of termination. If promotion occurs during the fourth year of service, another contract may be offered.

2. Assistant Professor

Ordinarily, Assistant Professor is the beginning rank for those faculty members who have the terminal degree or its equivalent². Appointment to this rank presupposes evidence of professional experience appropriate to the position and the possession of those qualities of leadership, competence and character.

Promotion or appointment to this rank ordinarily presumes these qualifications:

- a. evidence of satisfactory performance of professional responsibilities;
- b. evidence of ability for professional activity and scholarship;
- c. evidence of ability to contribute to library programs and services;
- d. evidence of ability for active involvement in University and/or community affairs;
- e. evidence of continuing professional growth and maturity.

3. Associate Professor

Ordinarily, an Assistant Professor who has completed at least three academic years of service at this university or one of equal standing and who possesses the terminal degree and professional experience appropriate to the position, merits consideration in the fourth year for promotion to the rank of Associate Professor in the fifth year. Candidates for promotion shall excel in the following three areas:

- a. Librarianship or professional responsibilities
 - Clear evidence of excellence in the execution of primary professional responsibilities;
 - Clear evidence of leadership in library and University initiatives;

² Normally, any person appointed to the University Library Faculty must have the appropriate professional degree. The terminal degree for librarians is a master's degree from a program accredited by the American Library Association or its equivalent. Possession of a graduate degree in a subject field, where such subject competence is of greater importance for the position concerned than formal training in librarianship, may substitute for the professional degree (e.g., a media specialist)

- Ability to plan, initiate, and implement new library programs;
- Clear evidence of a focus, regarding both library collections and services, on the needs of library users, and promotion of the educational mission of the university;
- Evidence of awareness of current trends in librarianship and higher education, and the ability to apply this knowledge to library programming and planning.

b. Scholarship and professional activities

- Active scholarship as evidenced by (but not limited to): books or monographs of scholarly research; articles in recognized learned journals; papers read at meetings of library professional organizations or other relevant professional organizations; service on panels of experts; or
- Professional activities such as service to library or other professional organizations.

c. University and community service

Service to the community as evidenced by (but not limited to):

- contributions to the general welfare of the students through mentoring, and through service to student organizations and activities;
- service to the community at large, when such aid is meaningfully related to the accomplishment of Loyola University New Orleans ' goals, or furthers professional academic pursuits; or
- contributions to the general welfare of the library or University, primarily through work on committees.

4. Professor

A member of the University Library Faculty who has rendered distinctive and outstanding service in librarianship or in other professional endeavors and to the library may be considered for the rank of Professor. Promotion to this rank is not recognition of seniority but of distinction in librarianship, scholarship, and service. Consideration for promotion to the rank of Professor may be given to a person who possesses the following qualifications:

- ordinarily a minimum of five years in the rank of Associate Professor at this University or one of equal standing;

- b. distinguished fulfillment of the requirements of the lower academic ranks;
- c. significant contribution to the purposes of the University through outstanding success in librarianship or other professional endeavors, continuing achievement in scholarly and professional activities, and sustained accomplishments in University and community service.
- d. recognition as an outstanding member of the University community; and recognition of outstanding involvement in the University and/or community affairs.

C. Tenure

A member of the University Library Faculty who is a candidate for tenure shall be reviewed according to the procedures set down in Chapter 5, Section B of this *Faculty Handbook*.

D. Leave Policy

Librarians, as members of the Ordinary Faculty, are eligible for sabbatical leave according to the criteria set forth in Chapter 6, Section E. They are also entitled to a leave of up to six weeks for approved professional development every third summer. The leave must be approved by the Dean of Libraries and the Provost and Vice President for Academic Affairs. The number of such leaves must not interfere with the good operation of the Library.

II. *The Law Library*

This section augments and explains policies relating to those instances where the role and status of the Law Library faculty differs from that of the teaching faculty.

A. Director of the Law Library

The Director of the Law Library is the chief administrator of the College of Law Library, which is independent of the University Libraries and which serves the College of Law faculty, students, and alumni as well as the University population in their legal research needs. The Director is responsible to the Dean of the College of Law and is a member of the Ordinary Faculty of the College of Law. The Director of the Law Library and the Dean of the College of Law formulate the policies, rules and regulations to secure the fullest use of the Law Library resources.

B. Appointment, Rank and Tenure

Rank and salary are to be reviewed annually for Law Library faculty with rank below that of Professor. The salary of librarians with rank of Professor is to be reviewed annually.

The following sections detail specific criteria and procedures applicable for appointment and acquisition of rank and tenure by Law Library faculty. Except for conditions of this policy, modes of appointment, contract renewal, promotion, and termination of Law Library faculty are the same as for other members of the Ordinary Faculty.

The following criteria are proposed as a means of providing the Law Library faculty entitlement to rank, promotion, and tenure protected by due process.

1. Definition

The mission of the Loyola University New Orleans law libraries is to support the instructional and research programs of the College of Law.

2. Norms for Appointment

Selection and appointment of all law librarians shall follow the same procedures that have been established for Ordinary Faculty; i.e., there shall be an appointed committee, representative of the Law Library faculty, which shall review all candidates for appointment to the law library faculty and make recommendations to the Director of the Law Library for consideration and review by the Dean and the Provost and Vice President for Academic Affairs.

Normally, any person appointed to the Law Library faculty must have the appropriate professional degree, i.e., a master's degree from a library school accredited by the

American Library Association. The Juris Doctor degree may be a factor for consideration for appointment and advancement.

3. Norms for Promotion in Academic Rank

Academic preparation for appointment to the Law Library faculty is attested by an appropriate professional degree. The basic quality which must be evident for promotion in academic rank is the ability to perform at a high level in areas that contribute to the educational and research mission of the University, such as bibliographic organization and control, collection development or reference service. Evidence of a high level of performance is indicated by the following:

- a. Contributions to the educational function of the University: teaching, though not necessarily in a classroom situation; organization of workshops, institutes or similar meetings; public appearances in the interest of librarianship or information trends.
- b. Activities related to inquiry or research: publications in professional and scholarly journals as well as alternate forms of publications; presentation of papers; review of books and other literature; consulting; service on a task force of experts, review committee or similar body; participation in continuing education.
- c. Contributions to the advancement of the profession, by active participation in the professional and learned societies. In addition to the above, evidence of a high level of performance may be adduced from the judgment of colleagues on the library staff, from members of the community outside the library, and/or from professional colleagues outside the academic institution.

The Law Library Rank and Tenure Committee will make recommendations for promotion and tenure for law library faculty to the Director of the Law Library, who will append his or her recommendations and forward these to the Dean of the College of Law, who will append his or her recommendations and forward these to the Provost and Vice President for Academic Affairs.

C. Criteria for Promotion to Specific Ranks

Promotion to the ranks of Assistant Professor, Associate Professor, and Professor requires a record of successful fulfillment of the norms for promotion in academic rank.

It is understood in this chapter that research and publication include other alternate forms of scholarship that may indicate a more appropriate intellectual activity for Law Library faculty than a book or an article in a learned journal. Some examples of alternate forms of publications might include annotated bibliographies, teaching exercises related to law

learning and skills, manuals that help develop expertise in law research, and use of technology.

1. Instructor

This is the rank for one beginning a career in librarianship and who does not possess either a second Master's degree or the Juris Doctor degree. The rank ordinarily presupposes the following qualifications:

- a. the possession of the master's degree in Library Science from an American Library Association accredited school of librarianship;
- b. the ability to perform basic library tasks calling for the application of modern library techniques;
- c. potential for progress toward Assistant Professorship according to the ordinary norms.

The appointment is for one year and may not be renewed more than three times. Failure to qualify for promotion in the third year of service constitutes notice of termination. If promotion occurs during the fourth year of service, another contract will be offered.

2. Assistant Professor

Promotion or appointment to this rank ordinarily presumes these qualifications:

- a. the possession of at least a master's degree in Library Science from an accredited school of librarianship;
- b. evidence of professional experience appropriate to the position;
- c. evidence of continuing professional growth and maturity;
- d. ability to aid in the development of material and services to meet the instructional and research needs of the University; and
- e. evidence of active involvement in University and/or community affairs.

3. Associate Professor

Promotion or appointment to this rank ordinarily presumes qualifications of the rank of Assistant Professor, and the following:

- a. completion of two years of service at the rank of Assistant Professor;
- b. evidence of professional experience appropriate to the position as manifested by knowledge and professional maturity;
- c. ability to assist in administration of major areas of law library service as delegated by the Director of the Law Library;
- d. ability to contribute to the design and execution of effective law library programs;
- e. evidence of substantial contributions to the law library and University as well as attainment of a high level of performance in bibliographical activities, in research and publication, or in other professional endeavors; and
- f. evidence of substantive involvement in University and/or community affairs.

4. Professor

A member of the law library faculty, who has rendered distinctive and outstanding service in librarianship or in other professional endeavors and to the Law Library, may be considered for the rank of Professor. Promotion to this rank is not in recognition of seniority but of distinction in librarianship, scholarship, and service. Consideration for promotion to the rank of Professor may be given to a person who possesses the following qualifications:

- a. ordinarily a minimum of five years in the rank of Associate Professor at this University or one of equal standing;
- b. distinguished fulfillment of the requirements of the lower academic ranks;
- c. significant contribution to the purposes of the University through outstanding success in librarianship or other professional endeavors, continuing achievement in scholarly and professional activities.
- d. recognition as an outstanding member of the University community; and recognition of outstanding involvement in the University and/or community affairs.

D. Tenure

A member of the Law Library faculty who is a candidate for tenure shall be reviewed according to the procedures set down in Chapter 5, Section B of this Handbook, *mutatis mutandis*:

1. A faculty member joining the University without previous professional library experience must ordinarily serve a probationary period of seven years of service as a full-time librarian at the University before tenure can be granted.
2. A faculty member joining the University with experience as a professional librarian at other institutions of comparable standing may be awarded up to three years towards time required for tenure.
3. Years spent on leaves of absence will not normally be included as part of the probationary period. The years of the probationary period need not be consecutive. However, any interruptions of sequence must be officially approved by the University and must not involve terminations of service at Loyola University New Orleans.
4. Before the end of the penultimate year of his or her probationary period, a faculty member will be evaluated by the Law Library Rank and Tenure Committee which will make its recommendations to the Director of the Law Library. Conferment of tenure by action of the Provost and Vice President for Academic Affairs requires positive recommendations from the Dean of the College of Law, the Director of the Law Library and the Law Library Rank and Tenure Committee.

If there is disagreement by one of the parties, namely, the Law Library Rank and Tenure Committee, the Director of the Law Library, the Dean, or the Provost and Vice President for Academic Affairs after consultation with the President, tenure is denied. The faculty member may appeal his or her case to the University Rank and Tenure Committee. This latter Committee forwards its recommendations to the President. If there is still disagreement, the President adjudicates the matter. He will state his reasons in writing to the University Rank and Tenure Committee whenever he does not accept its recommendation.

E. Leave Policy

Law Librarians, as members of the Ordinary Faculty, are eligible for sabbatical leave according to the criteria set forth in Chapter 6, Section E. They are also entitled to a leave of up to six weeks for approved professional development every third summer.

The leave must be approved by the Director of the Law Library and the Provost and Vice President for Academic Affairs. The number of such leaves must not interfere with the good operation of the law library.

CHAPTER ELEVEN A

LAW CLINIC FACULTY

A. Norms for Appointment and Advancement on the Non-Tenure-Track in the Law Clinic

The norms for appointment and advancement for faculty on the non-tenure-track in the Law Clinic fall into three general areas: teaching, scholarship, and community service. The determination of whether a particular applicant qualifies for appointment to the Clinic faculty, of the rank to be offered on first appointment, of whether a probationary contract shall be extended, and of whether an appointment shall be made under the terms of a fixed contract, not to exceed five years, will be made by the Clinic Hiring and Promotions Committee, and will be governed by the criteria listed in this statement of policy and procedures. The Clinic Hiring and Promotion Committee's determination shall in all cases be subject to approval by the Vice President for Academic Affairs. The Dean of the College of Law shall in all cases forward to the Vice President for Academic Affairs his or her independent opinion of the determination made by the Clinic Hiring and Promotions Committee.

1. Assistant Clinic Professor

A person being considered for appointment to the non-tenure-track rank of Assistant Clinic Professor, which ordinarily is the beginning rank, must be of good character, must be a member of the bar in good standing, must have a commitment to clinical teaching and University goals, and must have a record of experience or academic achievement indicative of a high probability that he or she will be able to meet the standards for promotion.

2. Associate Clinic Professor

A person being considered for promotion or appointment to the non-tenure-track rank of Associate Clinic Professor must be of good character and must have demonstrated a level of teaching proficiency, writing ability, and legal experience that provides clear and convincing promise that the candidate will eventually meet all of the standards for promotion to the non-tenure-track rank of Clinic Professor.

Ordinarily, an Assistant Clinic Professor who has completed two years of teaching in the Clinic merits consideration in the third year for promotion in the fourth year. Previous experience, either as a member of a law faculty or as a lawyer engaged in other significant activity, may be taken into account so as to shorten the period of service required for promotion, upon the recommendation of the Clinic Hiring and Promotions Committee and with the approval of the Dean and the Vice President for Academic Affairs.

3. Clinic Professor

A member of the Law Clinic faculty who has rendered distinctive and outstanding service to clinical education and to the University may be considered for the non-tenure-track rank of Clinic Professor.

Ordinarily, an Associate Clinic Professor who has taught on a full-time basis for five years in Clinical Legal Education merits consideration for promotion to the rank of Clinic Professor in the sixth year, to be effective as of the seventh year of service. Previous experience, either as a member of a law faculty or as a lawyer engaged in other significant activity, may be taken into account so as to shorten the period of service required for promotion, upon the recommendation of the Clinic Hiring and Promotions Committee and with the approval of the Dean and the Vice President for Academic Affairs.

B. Norms for Appointment to the Rank of Clinic Professor

Clinic faculty being considered for promotion to or initial hiring at the non-tenure-track rank of Clinic Professor shall be evaluated pursuant to the following criteria:

1. Teaching

Since the education of Loyola Law students is the primary mission of the Law Clinic, it is essential that the Clinic faculty be effective teachers, demonstrating both the capacity and the commitment necessary to inspire and challenge their students.

It is not possible precisely to define each of the essential components of one's teaching ability. This is particularly true with respect to clinical teaching, since clinical methodologies are still evolving and being tested in a variety of classroom settings. It is, however, possible to enumerate factors by which clinical teaching can be evaluated. Clinic faculty should be judged for promotion to or hiring at the rank of Clinic Professor according to their demonstrated abilities and accomplishments in each of the following areas:

- a.* Innovation and imagination in the presentation of clinic skills materials;
- b.* Ability to utilize various methods for evaluating students' clinical performance and for providing effective guidance and feedback" following such evaluation;
- c.* Ability to induce, stimulate, and require critical, thoughtful analysis of legal problems and implementation of courses of action to resolve problems within the parameters of appropriate client representation;
- d.* Ability to help students understand and deal with problems of professional responsibility which arise in clinical situations;

- e.* Ability to teach students how to evaluate their own work;
- f.* Maintenance of discipline and control of students in all clinical teaching situations;
- g.* Punctuality and consistence in all clinical teaching settings;
- h.* Knowledge of the substantive fields of law and the procedures applicable to the case load;
- i.* Ability to communicate clearly and effectively;
- j.* Enthusiasm for the goals of the clinic;
- k.* Ability to stimulate and maintain student interest in his or her assigned cases and in improving professional skills;
- l.* Ability to devise meaningful and fair student evaluation procedures;
- m.* Ability to relate and integrate practical and theoretical considerations;
- n.* Development of innovative teaching methodology;
- o.* Development of innovative research and writing techniques regarding teaching methods or other clinic-related skills;
- p.* Ability to train and supervise other faculty and professional staff in their teaching responsibilities;

2. Scholarship

Clinic faculty promoted to or hired at the rank of Clinic Professor are expected to have produced a high quality of written work, although the content and format of their work may differ from that produced by candidates for the tenure-track faculty. Publications may be in the form of briefs, memoranda, studies, statutory interpretations or proposals, regulations, teaching materials, or reports, if such writings are appropriate to advancing either the state of the law in the area in which the clinician is working or the state of clinical teaching methodology. All such publications should reflect an active, inquiring, insightful, and open mind indicating that the clinician will continue to strive for personal and intellectual growth and development. While the traditional scholarship expected of tenure-track faculty is not a requirement for promotion for the non-tenure-track clinic faculty, any such scholarship will be viewed positively in connection with consideration for promotion.

3. Community Service

As in the case of tenure-track faculty, clinic faculty are expected to devote full time to their College of Law duties and commitments. In addition to the duties of teaching and writing, a clinic faculty member bears the responsibility of attending and participating in staff meetings and of being available to students to discuss their various needs. Activities outside the Law Clinic should include significant service to the community and the legal profession, which may be met by participation in professional organizations and governmental, charitable, or other community service activity.

4. Character, Integrity and Cooperativeness

These qualities, while essential, require no explanation. Clinic faculty are also expected to meet the professional responsibilities specified in Chapter Seven, Sections A and B, of the Loyola University Faculty Handbook.

C. Grandparenting of Incumbent Clinicians

With respect to Clinic faculty now (November 1988) employed at the Law Clinic,

1. Presently employed members of the Clinic faculty may elect, at any time, to be evaluated for appointment to an appropriate rank in accordance with the standards and procedures governing such appointments for the future hiring and promotion of full-time Clinic faculty;

2. The following "appropriate ranks" shall be recognized:

a. Clinic Professor, in the case of presently employed Clinic faculty who have served on a full-time basis for more than five years in clinical legal education;

b. Associate Clinic Professor, in the case of those who have served for more than two but less than five years, provided, however, that the Clinic Hiring and Promotions Committee be able to recommend the appointment to a more senior title than would be warranted by years of full-time service to the Law Clinic of someone who has had extensive legal experience prior to joining the Law Clinic.

D. Arrangements for All Full-Time Clinic Faculty Who Are Appointed Under the Provisions of This Chapter

1. Clinic faculty (except the Director) shall be considered as holding non-tenure positions. They shall be employed on the basis of Probationary Contracts (one-year, non-renewable, but subject to five one-year extensions, as determined by the Clinic Director, the Clinic Hiring and Promotions Committee, and the Dean) or Fixed Contracts (five years, non-renewable, but subject to extensions, in five-year increments, as determined by the Clinic Director, the Clinic Hiring and Promotions Committee, and the Dean).

2. Salaries shall be set by the Dean at levels he or she determines to be appropriate in light of all relevant factors, including the requirements of ABA Standard 405(e).
3. Clinic faculty will be eligible to apply for sabbatical leave on the same basis as the tenure-track faculty, and all such applications will be governed by the procedures and criteria set forth in Chapter Six, Section E, of the Loyola University *Faculty Handbook*.
4. Clinic faculty will be eligible to apply for research assistants, research and writing grants, and reduced teaching time for research on the same basis and according to the same criteria as govern the tenure-track faculty.
5. Clinic faculty will be expected to serve on such University or College of Law committees as the Dean, at his or her discretion, shall determine.
6. Clinic faculty may apply for authorization to teach any course in the College of Law curriculum and such requests may be granted to a member of the Clinic faculty upon approval of the tenure-track faculty and the Dean.
7. Members of the Clinic faculty may apply for appointment to the tenure-track faculty and will be evaluated according to the normal standards and procedures required of other candidates for such appointments.
8. The Clinic shall have a Hiring and Promotions Committee comprised of all Clinic faculty holding the rank of Associate Clinic Professor or Clinic Professor. The Director of the Clinic shall also be a member of the Clinic Hiring and Promotions Committee. Recommendations concerning initial appointments and promotions of Clinic faculty shall require a majority vote of the Clinic Hiring and Promotions Committee.

E. *Annual Review of Clinic Faculty Members Serving Under One-year Contracts*

Each member of the Clinic faculty serving under a one-year contract is considered to be on probation. Each shall receive an annual written evaluation from the Clinic Director. This evaluation shall cover the strengths and weaknesses of the Clinic faculty member regarding fulfillment of those professional responsibilities as outlined herein and in Chapter 7 of the Loyola University *Faculty Handbook*.

F. *Procedures for Review of Non-renewals of Probationary Appointments*

Procedures for Review of Non-renewals of Probationary Appointments will be the same as outlined in Section G of Chapter 4 of the Loyola University *Faculty Handbook*.

CHAPTER TWELVE

FRINGE BENEFITS FOR FACULTY

This chapter outlines fringe benefits available to the members of the full-time faculty and administrators of Loyola University New Orleans, unless specifically mentioned otherwise. Loyola is committed to offering a competitive benefit package as a part of the total compensation of faculty and administrators. University benefits are reviewed regularly and revisions occur frequently. The Employment Benefits Coordinator can be contacted for additional explanation of benefits. This summary is a matter of information only. The official plan document takes precedence. It does not constitute a contract between Loyola and the recipient to provide these specific benefits. Loyola reserves the right, in its sole discretion, to change any benefits, including the termination of a benefit, granted to employees at any time.

INSURANCE AND RETIREMENT

Medical Insurance: Effective on first active working day of the month following employment. Cost shared by Loyola University New Orleans and employee. Employee contribution to premium is pre-tax.

Voluntary Dental: Effective on first active working day of the month following employment. Cost shared by Loyola and employee. Employee contribution to premium is pretax.

Term Life Insurance: Up to twice benefit base salary up to a maximum of \$250,000 effective first active working day of the month following employment. The first 1 times base salary is fully paid by Loyola. The additional second 1 times base salary is paid the employee and is optional. Employee contribution to premium is pre-tax.

AD&D (Accidental Death & Dismemberment for participants in group life plan at no additional premium): Up to twice benefit base salary up to a maximum of \$250,000. The first 1 times base salary is fully paid by Loyola. The additional second 1 times base salary is fully paid by Loyola when the employee elects the additional second 1 times base salary term life insurance. Employee contribution to premium is pre-tax.

Optional Life Insurance: plan available to faculty and dependents.

Optional AD&D: available to faculty and dependents.

Long-Term Disability: Premium paid by Loyola for full-time faculty. 90 day elimination period before benefits begin. 60% of salary up to \$10,000 per month.

Retirement Plan: Mandatory participation after one year of service. Previous service with an eligible employer may qualify for immediate participation. Employee contribution is -3.5% of annual base salary. Loyola's contribution is 8% of annual salary. Vesting is immediate upon participation in this Defined Contribution Plan.

Tax Deferred Annuity 403(b): Immediate eligibility. Voluntary supplemental retirement account for full-time or part-time employees (Providers include TIAA/CREF, Fidelity, Valic and American-Century).

OTHER BENEFITS

Parental Leave Policy for Faculty¹

Paid parental leave is time off from work for the birth or adoption of a child, or the assignment of a foster child. Full-time faculty members at the University will be entitled to eight weeks paid parental leave (or 16 weeks at half pay).

Because parental leave is foreseeable, faculty must ordinarily provide at least 30 days advance notice and must seek the concurrence of the dean and department regarding such logistics as course coverage, supervising majors, and committee assignments, as well as approval by the provost and vice president for academic affairs. When the leave allows for advance planning, the curricular obligations of the faculty member on leave should be accommodated by creative scheduling such as team teaching, rescheduling classes, course load adjustment, or cancellation of classes. Faculty may address appeals of these decisions to the University Conciliation Committee. When curricular responsibilities remain after all of the options listed above are utilized, part-time faculty may be hired to cover those responsibilities. Future course reductions for departmental colleagues who take on a significant portion of the teaching duties of the faculty member should also be considered.

Paid parental will begin at such time as may be determined by the University and the full-time faculty member. Such leave must commence and conclude within a 12-month period beginning with the first day leave is used. Paid parental or maternity leave will run concurrent with Family Medical Leave Act (FMLA) leave entitlement if the faculty member is entitled to FMLA leave. "

Upon completing and submitting to the Office of the Provost the Tenure Review Extension Form – Parental Leave, a tenure track faculty member who becomes the parent of a child (either by birth or adoption), shall be eligible for an automatic one-year extension of the probationary period for tenure. This automatic extension, however, may be waived if the faculty member so desires and so indicates by selecting the appropriate block on the Parental Extension form.

¹ Updated Text -- Policy Revised by BOT on May 14, 2010

No more than two extension requests will be granted; however, the second extension request (for the birth or adoption of a subsequent child) must be submitted in writing to the Office of the Provost. Such request will not be automatically granted but rather is subject to approval of the Provost.

Tuition Reduction Program: Faculty tuition waiver beginning first semester after full-time employment. Faculty may enroll in: 9 Undergraduate or 6 Graduate – hours per semester. Full tuition waiver for degree-seeking dependents beginning first semester after faculty member begins full-time employment. No limit on credit hours for dependents. Cannot be used for courses for which credit is not earned, extension courses, study abroad, continuing education programs, or payment for books or fees. Refer to Human Resources web site for further Tuition Remission Program Information and forms (www.loyno.edu/humanresources/forms/index.html).

FAXCHEX Program for dependent children provides opportunities for tuition waivers at other Jesuit colleges and universities. More information available through the Office of Admissions.

Flexible Spending Accounts: After 90 days you may save for many non-reimbursed medical and dependent care expenses on a before-tax basis.

Child Care: On-site facilities available.

Recreation Center: Discounts for employee membership, payroll deduction available.

Campus Parking: Payroll deduction available.

Savings Bonds: Payroll deduction available.

Credit Union: Payroll deduction for savings, loans, and Christmas clubs.

Direct Deposit: Optional electronic transfer of paycheck directly into personal checking or savings account(s).

Long Term Care Insurance: Provides financial protection in the event of serious long-term illness or injury. Personal policy issued directly by insurance company.

Employee Assistance Program: Offers assistance with your concerns for family care, college, conflict management at home or work, financial, education or legal planning, child or elder care options, healthy living, and with various emotional issues that you may have through Horizon Health. These services are completely confidential, available any time by phone or online, and are available for you and your household at no charge.

CHAPTER THIRTEEN

THE LOYOLA UNIVERSITY SENATE

CONSTITUTION

PREAMBLE: The accumulation of human knowledge has resulted in an ever increasing specialization within academic disciplines as well as a specialization within administrative functions. In the modern university, which requires such divisions, there arises a new need for coordination and communication among these divergent elements in the interest of goals common to them all.

Whereas, it is the province of the academic disciplines to preserve, teach and advance human knowledge, and whereas it is the province of administrators to provide an environment conducive to such activities, and to direct their operation, continuous liaison is essential in order to resolve problems created by specialization.

The University Senate provides a forum in which all viewpoints can be presented, and its success requires open-minded, willing cooperation of all sectors of the University toward its goals. Thus the University Senate can both resolve problems which may arise within the academic disciplines and harmonize the specific functions of administrative and faculty specialists.

Therefore, we adopt these articles:

I. **NAME:** The name of the body constituted in this document shall be THE LOYOLA UNIVERSITY SENATE.

II. **PURPOSE:** The University Senate is an advisory body whose function is to assist the University in matters that the Senate deems appropriate concerning the whole University.

III. **LIAISON WITH UNIVERSITY BOARD OF TRUSTEES:** The Administrators or President's Council are requested to notify the Senate in writing as to what action has been taken on the recommendations of the Senate.

IV. **MEMBERSHIP:**

Section A. The University Senate shall consist of the following members:

1. Administrators

The following administrators shall be members of the Senate *ex-officio*:

The President of the University
The Provost and Vice President for Academic Affairs

2. Faculty

Representatives shall be elected from those full-time members of the faculty with at least one year academic service to the University.

From the College of Art and Sciences there shall be elected at least one representative from each department of the College. The representative shall be elected by the members of the department, school, or college represented. Faculty representatives from each school, college, or department shall be elected in an exact ratio of six to one, based on the number of full-time faculty positions scheduled for the next academic year, according to the Provost and Vice President for Academic Affairs. Fractions of one-half or greater shall be entitled to one additional representative. No school or college shall have less than two representatives. In addition, librarians and military personnel who have faculty status, or the equivalent, shall each elect to the Senate a representative in accordance with the same ratios as for other representatives.

3. Former Chairman of the Senate

Upon expiration of his term of office as elected Chairman of the Senate, in the event that he is not re-elected to the Senate or does not continue as a member in his administrative capacity, a Chairman shall remain a member of the Senate for one year following the expiration of his term of office.

4. Alternates

Any member of the Senate may, in writing, appoint a proxy, with voting privileges, to attend meetings in his absence. No one person may represent by proxy more than one other person. The proxy shall present to the Secretary his written appointment as proxy.

Elected members of the Senate must appoint as proxy a member from the same school, college, or department he represents or any other elected member of the Senate.

5. Floor Privileges

Any member of the Senate may request approval for floor privileges for a non-member to address the Senate.

Section B. Term of Office. The term of office for faculty representatives shall be two years, except that those representatives elected in the first election year after the adoption of these amended articles shall be designated one-year and two-year representatives, as determined by drawing lots. One half of those elected shall serve for but one year; the remainder, for two years.

The by-laws shall specify the number of absences without proxy appointed and the kind of meetings (e.g. regularly scheduled) after which an elected member would be disqualified and when his vacancy will be filled by a special election of the department and/or college which that Senator represents.

Section C. Procedure for Electing Senators. Elections shall be held each year in April, or as soon thereafter as possible. All full-time faculty members scheduled to return the next academic year, according to the Provost and Vice President for Academic Affairs, shall vote for representatives from their own school, college or department. The ballot shall contain the names of all those eligible for membership and willing to serve, from the school, college or department thereof, and the number of representatives to be elected. In case of a tie, a run-off will be held. Vacancies shall be filled by special election within the school, college or department thereof in which the vacancy occurs.

A meeting shall be called on the second Thursday in May or as soon thereafter as possible, after membership elections are completed, for the purpose of electing new Senate officers. The terms of new and re-elected members shall begin at that meeting.

Section D. Quorum. A minimum of twelve voting members, present in person, shall constitute a quorum.

V. OFFICERS:

Section A. Personnel. The University Senate shall have the following officers: The President of the University shall be Honorary President of the Senate; from the body of the Senate shall be elected a Chairman, Vice Chairman, and a Secretary. These three elected officers, with the addition of two members elected from the Senate body, shall comprise the Executive Council of the Senate.

The Executive Council shall be empowered to make decisions for the Senate at such times when it is impossible to gather a quorum.

Section B. Method of Election. The three elected officers and two additional members of the Executive Council shall be elected by a simple majority of the entire Senate membership.

Section C. Term of Office. The three elected officers and two additional members of the Executive Council shall serve one year, with the privilege of re-election.

Section A. Regular Meetings. The schedule of regular meetings shall be determined by the Senate. At least one meeting a month shall be held during the academic year.

Section B. Special Meetings. A special meeting may be called by the Honorary President, the Chairman, or by any five members of the Senate through the request of a member of the Executive Council.

VII. COMMITTEES:

Section A. Delegation of Powers

1. Any matter within the jurisdiction of the Senate may be delegated to committees which shall be responsible to the Senate.
2. Committees shall be of two kinds, standing or ad hoc.
3. The duties of each committee shall be specified by the Chair at the time of formation of the committee or in the By-laws.

Section B. Reports

1. An ad hoc committee shall make a written report to the Senate on the completion of its duties.
2. Standing committees shall present interim reports as they deem necessary or at the request of the Senate.
3. The Chair may request any committee to distribute reports to the entire Senate membership.

Section C. Standing Committee.

There shall be at least one standing committee.

University Elections Committee. This committee proposes nominees for University and Senate committees and offices of the Senate. The University Elections Committee shall be composed of seven members, one selected from each of the following areas: Arts and Sciences, Business Administration, City

College, University Libraries, and Music; and the Chairperson of the Senate shall serve as a member *ex-officio*.

VIII. *BY-LAWS:*

The Senate is empowered to adopt and amend By-laws for its operation by vote of a simple majority of the entire Senate membership.

The By-laws cannot be amended unless the proposal is presented at a regular meeting and voted on at a subsequent regular meeting.

IX. *AMENDMENT OF THE CONSTITUTION:*

The Constitution may be amended by a two-thirds majority of the entire membership.

Proposed amendments to the Senate Constitution may be voted upon by mail ballot, but only after they have been discussed at a previous meeting and if so authorized by a majority of the Senate members present and voting at a previous meeting.

X. *JURISDICTION OF THE CONSTITUTION:*

Insofar as this document alters the nature of the present Faculty Council and insofar as it constitutes a University Senate, this document shall supersede the By-laws of the Faculty Council.

XI. *EFFECTIVE DATE:*

This document shall be effective on October 11, 1968, the date determined by the President and Board of Trustees of Loyola University.

XII. *PROVISION FOR CONTINUITY:*

The existing Faculty Council and all of its officers and committees shall continue in effect until their successors are elected.

BY-LAWS OF THE UNIVERSITY SENATE

1. All meetings, except executive sessions, shall be open to all members of the University.
2. Final action on any resolution presented at a given meeting shall be delayed for at least one meeting.
3. Except in the case of emergency meetings, there shall be requirement of at least three days notice for meetings as to time and place and agenda.

4. The following shall be the procedure for meetings:
 - a) Report of Officers and Committees
 - b) Unfinished Business
 - c) New Business.
5. Temporary suspension of any by-law may be accomplished by a two-thirds vote of the members present at a given meeting.
6. An executive session may be requested by any member of the Senate, but it must be approved by a majority of those present.
7. The Senate shall follow Robert's Rules of Order except where they are in conflict with the Constitution.
8. Membership in the Senate will be forfeit when a member misses three regularly scheduled meetings in succession without a proxy. The Secretary will inform the Dean of the applicable College of such absences, and the Dean will call for an election for a replacement.
9. After the elections, it will be the duty of the Secretary of the previous year to distribute to all members of the Senate and to the President, the Provost and Vice_President for Academic Affairs and the Editor of *The Maroon* a copy of the Constitution and By-Laws, and a list of Senate committee memberships that incorporates all changes made during the previous year.
10. If in any semester a member has a class scheduled at the same time as the regular Senate meeting or if he is on sabbatical or other leave, the department or college shall elect an alternate for that semester.
11. The Senate Chair shall receive a one-course release time during the year of service or in the following year. The Senate Chair may choose the semester of the release but must give notice to the Provost during the previous semester. The Provost is responsible for funding this release.

Amended September 1976, October 1978, February 1980, October 2005.

CHAPTER FOURTEEN

PROVISION FOR FACULTY HANDBOOK REVISION

The authority for final approval of *Faculty Handbook* revisions is vested in the Loyola University New Orleans Board of Trustees. However, the Ordinary Faculty enjoys the collective right of participation in deliberations concerning revision of the negotiable portions of this *Handbook* (Chapter 8, Section B-2 -h). This participation is implemented by Ordinary Faculty membership on the University *Faculty Handbook* Revision Committee, and by University Senate consideration of proposed *Handbook* revisions prior to final consideration by the Board. Moreover, each Ordinary Faculty member may introduce suggested changes to the *Handbook* according to the procedures set forth in Section B below.

A. *The University Faculty Handbook Revision Committee*

A standing committee of the University, the University *Faculty Handbook* Revision Committee serves as the negotiating body for all negotiable *Faculty Handbook* revisions. Recommendations reached by this Committee shall be subject to consideration by the University Senate.

The University *Faculty Handbook* Revision Committee also serves as liaison between the Ordinary Faculty and the Board of Trustees and administrative officials for all proposed revisions to this *Handbook*, whether negotiable or non-negotiable.

B. *Sources of Proposed Revisions*

A member of the Ordinary Faculty may submit a proposed change to this *Handbook* by forwarding the proposal in writing to the University *Faculty Handbook* Revision Committee, including the reasons such change is desirable. In the event a proposal submitted by a member of the Ordinary Faculty is not approved by the Committee, the faculty member concerned shall have the right to appear before the University Senate and request that the Senate forward the proposal to the Committee for additional consideration.

The following also may propose changes in the *Faculty Handbook* by submitting their recommendations to the University *Faculty Handbook* Revision Committee:

1. The Loyola University New Orleans Board of Trustees
2. The President of Loyola University
3. The Administrative Council

4. The University Senate
5. The College Assemblies

C. *Procedure for Negotiated Handbook Revisions*

The University *Faculty Handbook* Revision Committee shall meet as soon as practicable after receipt of a proposed revision. The Committee shall give careful and thorough consideration to each proposal submitted, and shall, when appropriate, gather outside materials or hear witnesses before deciding an issue.

If the University *Faculty Handbook* Revision Committee recommends a revision, it shall be forwarded to the University Senate for consideration. The Senate shall have the right to express its view regarding all proposed revisions before final acceptance or rejection by the Board of Trustees, provided the Senate gives timely consideration to proposed revisions. In those instances where early consideration by the Board is anticipated, the Senate shall be notified of a deadline, if any, for Board consideration of a proposal, to allow the Senate adequate opportunity for consideration of the proposal.

If there are, within the Committee, divergent views on a proposed revision which cannot be resolved by negotiation, each group shall have the right to draft proposals independently and to present these proposals to the Board of Trustees, provided each group first presents its proposal in final form to the opposing group in sufficient time to allow consideration of each proposal by each group. In such cases, the Senate shall have the right to present its position on each recommendation to the Board before final Board consideration is given to the proposals, and the group opposing the Senate view shall have the right to present a position to the Senate membership, verbally or in writing, before the final vote on the Senate position is taken.

D. *Procedure for Non-negotiated Handbook Revision*

Certain segments of this *Faculty Handbook* (listed at the end of this section) may be amended without preliminary negotiations within the University *Faculty Handbook* Revision Committee. In the event a non-negotiated change is proposed by the University Board of Trustees or administrative officials or the Administrative Council, the University Senate shall have the right to receive timely notification, through the Committee, of the proposed revision in the form in which it is to be considered by the Board, and to present written and/or verbal views of Senate membership to the Board before the final decision is made.

Chapter 13 of this *Faculty Handbook* is amended by the University Senate as provided in its Constitution and By-laws. However, the Senate shall provide a written copy of proposed changes to Chapter 13 in their final form to the Administration through the Committee, and appropriate University officials may present their viewpoints to the Senate before the proposed revision is approved by the Senate and forwarded to the Board of Trustees for final consideration.

Changes to the following *Faculty Handbook* segments are the prerogative of the Board of Trustees:

1. Chapter 1, Sections B and D.

The Goals Statement and the Character and Commitment Statement are amended by the Board of Trustees. However, this shall not preclude changes to these statements being suggested by members of the Ordinary Faculty, or the expressing of opinions by these members of changes proposed by the Board;

2. Chapter 1, Section E.

The Policy on Affirmative Action/Equal Employment Opportunity is amended by the Board of Trustees;

3. Chapter 2.

The University administrative structure is amended by the Board of Trustees, the President or one of the Vice Presidents as authorized by the Board;

4. Chapter 3.

Sections A and B of the University academic structure are amended by the Board of Trustees, President or Provost and Vice President for Academic Affairs as authorized by the Board. Section C is normally amended by negotiations within the College wherein a change is proposed, and between that College and the Provost and Vice President for Academic Affairs once changes have been agreed upon within the College concerned, with final approval by the Board;

5. Chapter 12.

The Ordinary Faculty normally participates in revision of fringe benefits through a committee of the University Senate negotiating with appropriate administrative officials of the University. Changes in fringe benefits proposed by Ordinary Faculty members are forwarded by the appropriate Senate representative to the University Senate committee conducting these negotiations. Proposed changes in fringe benefits shall not be considered to be expressive of the will of the faculty unless such changes are approved by the University Senate before final consideration by the Board of Trustees;

6. Appendix A.

The Charter and By-laws of Loyola University New Orleans are amended by the Loyola University New Orleans Corporation membership.

CHAPTER FIFTEEN

THE EXTRAORDINARY FACULTY

Extraordinary Faculty are those whose time in rank does not accrue to tenure.

A. *Assistant*

An Assistant is a member of the Extraordinary Faculty, not qualified for the rank of Instructor or the status of Lecturer, who serves the University by instructing (Teaching Assistant) or by assisting in research (Research Assistant). The Assistant, while primarily rendering academic service, may or may not be an applicant or candidate for an advanced degree at this or another institution.

Assistants are approved and appointed by the Dean of the College in which they serve. The Dean reports appointments to the Provost and Vice President for Academic Affairs.

B. *Lecturer*

A Lecturer is a member of the Extraordinary Faculty, serving the University in an academic capacity, whose academic qualifications would have otherwise admitted him or her for an Ordinary Faculty position.

Part-time Lecturers may serve the University on a continuing basis; full-time Lecturers have special appointments intended to be of limited duration.

Equivalent ranks may be assigned to the Lecturer, e.g., "Lecturer in English with equivalent rank of Instructor," or "Lecturer in Sociology with equivalent rank of Associate Professor." Applications for advancement in equivalent rank may be made through the departmental chairperson and the Dean of the College to the College Rank and Tenure Committee which officially determines the equivalent rank.

C. *Visiting Professor*

A Visiting Professor is one who either does hold or is qualified to hold professorial rank at an institution of higher education and is temporarily serving full-time as a faculty member at this University.

D. *Writer, Artist, or Composer in Residence*

The Writer, Artist, or Composer in Residence may be employed on a part-time or full-time basis. While he or she is entitled to conduct classes, the main duty is the pursuit of creative art. Responsibilities are detailed in the letter of appointment.

E. *Adjunct Professor*

An Adjunct Professor is one who holds or is qualified to hold a professional position at an institution of higher education and is temporarily serving part-time as a faculty member at this University.

CHAPTER SIXTEEN

COMMITTEES OF THE UNIVERSITY REFERENCED IN THIS *HANDBOOK*

The committees given in this chapter represent the major committees of the University in which members of the Ordinary Faculty play significant roles.

The committees listed in this chapter are referenced in this *Handbook*. It is part of the contractual status of the Ordinary Faculty (see Chapter 6, Section A) that the extent of faculty participation on these committees shall not be diminished, in either relative nor absolute terms, nor shall changes in the purposes of the several committees of Chapter Sixteen be made without the advice and consent of the Senate. Changes in the duties of the various committees will not be made without the advice and comment of the Senate.

The relevant University official may alter the non-faculty personnel on any given committee without recourse to procedures specified in Chapter 14 of this *Handbook*.

If a University official appoints an additional non-faculty person to a committee, the University Senate has the prerogative to appoint an additional faculty representative if it chooses. A University official is defined as anyone identified by non-faculty title on any committee described in this chapter, e.g., “director”, “Vice President”, etc.

The appointive officer for each committee shall be responsible for notifying the *Faculty Handbook* Revision Committee of any changes made in non-faculty personnel so that the *Handbook* can be accurately updated.

Most meetings of the University committees are open to anyone with an interest in the activities of the committee. The date, time, place agenda of meetings and committees shall be posted and/or published reasonably in advance of such meetings but no less than three days prior thereto. Posting and/or publication of this notice shall be made in accordance with policy adopted by the University Senate. An individual interested in the operation of any committee is encouraged to contact the chairperson of the committee for more complete details.

Whenever an individual is listed by title, that person holds the position *ex officio*. It is presumed that all members of a committee have voting and proxy assigning privileges, unless these are specifically prohibited.

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, Chairs, and Directors at least once each semester.

AFFIRMATIVE ACTION AND DIVERSITY COMMITTEE

Chairperson: Ordinary Faculty member elected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Human Resources Director or Representative
3. The Director of the Women's Resource Center
4. Six members of the Ordinary Faculty appointed by the President and Provost and Vice President for Academic Affairs in consultation with the Deans (One each from the College of Social Sciences, College of Business, College of Music and Fine Arts, College of Law, the University Library, and the College of Humanities and Natural Sciences).
5. Director of the Center for Intercultural Understanding or Representative
6. Co-Curricular Programs Representative
7. SGA Representative
8. Admissions Representative
9. Mission and Ministry Representative
10. Office of the Provost Representative (*ex officio*)

Terms:

Appointments are made for 3 year terms, staggered initially.

Purpose:

This committee shall be advisory to the President on all matters relating to Affirmative Action and Diversity.

Duties:

1. It shall review on a regular basis the progress made within the University in the recruitment, appointment, promotion, and other employment considerations of minorities and women with respect to diversity and Affirmative Action goals and time tables.
2. It shall present to the President annually a fully detailed analysis of the current student and employment profiles, and shall recommend to the President any remedies it deems necessary in order to keep alive the ideals of diversity and Affirmative Action at the University.
3. It shall recommend to the President modifications of the Affirmative Action Plan when it determines such modifications are desirable.
4. It shall support diversity in the curriculum by encouraging faculty members to include diversity topics in their courses, and by offering tangible support to faculty to encourage the creation of courses which promote diversity.

5. It shall monitor and promote academic and co-curricular programs and activities which feature diversity themes.
6. It shall meet monthly during the academic year.
7. It shall report to the President.

CIVIL RIGHTS GRIEVANCE COMMITTEE

Chairperson: A member of the Ordinary Faculty appointed by the President

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty, one from each College including the Library, appointed by the President, with the advice of the Provost and Vice President for Academic Affairs and the Executive Council of the University Senate
3. Two alternate members appointed by the President

Terms:

All members and the alternates serve indefinite terms

Purpose:

This Committee shall have the responsibility of hearing cases involving matters concerning civil rights legislation. The jurisdiction of this Committee shall be limited to grievances relating to possible deprivation of federally guaranteed civil rights.

Duties:

1. It shall serve as a separate and independent body to adjudicate civil rights complaints on referral by the University Conciliation Committee.
2. It shall communicate its findings of facts and recommendations to the President of the University in letter form within a reasonable time after the hearing, with copies to all involved parties.
3. The President may either accept or reject the recommendations of the committee and his decision will be communicated in writing to the Committee Chairperson, with copies to all involved parties. In the event the President rejects the recommendations of the Committee, he should state in his decision the reasons for the rejection.
4. It shall meet at the call of the Chairperson.
5. It shall report to the President.

Dean's Council

Chairperson: Deans rotate as Chairperson

Voting Members:

The Deans of the five colleges and the Dean of the University Library

Terms:

All members of the Council serve *ex officio*

Scope:

1. This Committee shall serve primarily as a forum for the exchange of information among the Deans of the Colleges and the Dean of the University Library.
2. It shall seek to devise potential solutions to common problems and to provide policy input to appropriate University committees and administrators.
3. It shall meet at least once a month with the Provost and Vice President for Academic Affairs.
4. It will meet with other senior administrators at the University on an as-needed basis.
5. It shall meet on a regular basis and at the call of the Chairperson. Any member of the Council may ask the Chairperson to convene a meeting.
6. It shall report to the Provost and Vice President for Academic Affairs and the Provost Council.

Approved by the Faculty Handbook Revision Committee September 20, 2011

GRADUATE COUNCIL

Chairperson

Senior Vice Provost to continue to serve as chair until a formal head of graduate education (whether an Associate Provost, VP, Director) who also sits on the Provosts' Council is appointed.

Voting Members

1. Senior Vice Provost or the head of graduate education
2. Unit directors/Chairs with graduate programs or faculty designees selected by their respective unit leader.

Non-voting Members

1. One decanal representative from a college with graduate programs will serve as an ex officio (non-voting) member.

Term of service

Unit directors and chairs shall serve on the Council for length of their terms as unit leaders. Faculty representative designees shall serve at the discretion of their unit leaders.

Purpose

To support and coordinate graduate education to assure the quality and integrity of Loyola University's graduate programs.

Mission and Vision Statement for Graduate Education

Grounded in Ignatian values, the mission of graduate education at Loyola University New Orleans is to develop dynamic leaders who think critically and globally and act with professional competence and integrity to enrich their communities.

Duties

1. Review graduate degree programs, and associated curricular and course proposals (including credit bearing certificate courses/programs) and conduct periodic program evaluations.
2. Recommend and provide oversight of general academic and administrative policies (including admission, progression and degree-certification policies) that govern all graduate programs and ensure that they are promulgated in appropriate university publications.
3. Advocate for support of graduate education.
4. Maintain and expand graduate programs in areas consistent with Loyola's mission and goals.
5. Enhance communication and coordination for graduate programs and share best practices.

New Committee – Approved by BOT on May 20, 2011

6. Improve graduate student recruitment and retention by advocating for:
 - a. Adequate resources for promotion of and infrastructure for Loyola's graduate programs
 - b. Funding for graduate assistantships and scholarships
 - c. Increased graduate student access to University facilities and services
 - d. Student and faculty professional development
7. Gather information and make reports and recommendations annually to the Provost's Council regarding graduate education.
8. Develop, implement, and review the strategic agenda and action strategies on an ongoing basis.
9. Sponsor annual open houses and graduate poster research symposia.
10. Serve as selection committee for the Outstanding Graduate Student Award, which is presented each spring at the Baccalaureate Mass.
11. Benchmark best practices of graduate programs at peer and aspirational schools to continuously improve the graduate education at Loyola.
12. The Graduate Council reports to the Provost and Vice President for Academic Affairs.
13. The Graduate Council will meet once per month during the academic year, or as called by the chairperson.

STANDING COMMITTEE OF PROFESSIONAL AND CONTINUING STUDIES

Chairperson: A Faculty member elected by the committee

Secretary: Administrative Assistant for the Office of Professional and Continuing

Voting Members:

1. One faculty member from College of Humanities and Natural Sciences
2. One faculty member from College of Social Sciences
3. One faculty member from College of Business
4. One faculty member from College of Music and Fine Arts
5. One faculty member from the University Library
6. Faculty Representatives from departments offering Undergraduate evening degree programs (One Representative from Liberal Studies-Humanities, Liberal Studies – Sociology, Criminal Justice, Nursing)
7. Evening student representative and alternate

Non-Voting Members (Ex officio):

1. Senior Vice Provost
2. Director of Professional and Continuing Studies
3. Director, Office of Student Records
4. Vice President/Vice Provost of Student Affairs/or designee
5. Vice President/Vice Provost for Enrollment Management/or designee
6. Associate Vice President for Marketing/Communications Department/or designee
7. Associate Vice President of Financial Affairs/or designee
8. One decanal representative, with a decanal alternate selected by the Council of Deans

Committee members' terms of service:

Faculty members are elected or appointed by the respective colleges based on college protocols to three-year terms (staggered and renewable). The decanal representative will serve a one-year term. The student representative is appointed by the Provost based on recommendations by the college deans, departmental chairs, and faculty. Administrative/professional staff members are appointed by the Provost on recommendation of their respective college dean/division vice president.

Committee Purpose:

This committee serves as an advocate for the needs of nontraditional students, within the context of Loyola's educational mission. It is responsible for coordinating inter-collegial schedules and co-curricular programs and activities as well as facilitating program development and new initiatives/offerings that will grow out of the colleges and from university planning, which specifically come under the umbrella of Professional and Continuing Studies (including undergraduate evening course offerings and programs, online courses and programs, special certificate programs, continuing education programs, summer session, and course offerings at satellite campuses).

New Committee – Approved by BOT on May 20, 2011

The committee oversees policies and procedures related to marketing, recruitment/admissions, financial aid, retention, registration processes, billing processes, and academic decisions in collaboration with the colleges (i.e., transfer credit, probation admits, course substitutions, and graduation certifications).

The committee recommends improvements related to the range and types of course offerings/degree programs and core curriculum, course/program scheduling, quality controls and standards, course/program assessments/reviews, student support programs, advising, co-curricular programs, and campus services. In addition, the committee serves to help advise the Office of Professional and Continuing Studies and facilitate the coordination of planning and program development of evening course/program offerings across colleges.

Duties of members:

1. Each member of the committee shall be responsible for routinely and regularly reporting back/providing updates on the work of the committee to his or her respective college or unit and for continuously gathering input from that college or unit to ensure wide faculty and student representation in the work of the committee.
2. The committee as a whole shall communicate to the campus community, on an ongoing basis, about national trends in nontraditional programming and pedagogical best practices and about existing Professional and Continuing Studies programs and services at Loyola as well as opportunities for expansion of professional and continuing education at Loyola.

Key committee tasks:

1. Serving as an advisory group to the Office of Professional and Continuing Studies;
2. Working with colleges to enhance and develop offerings in Professional and Continuing Studies (i.e., nontraditional/evening programs);
3. Reviewing (every three to five years the overall effectiveness of nontraditional/evening programs (i.e., Bachelor of Liberal Studies – Humanities, Bachelor of Liberal Studies – Social Sciences, and Core Curriculum);
4. Reviewing and approving new programs for students enrolled in the Professional and Continuing Studies programs;
5. Reviewing (on an ongoing basis) national trends in nontraditional programmatic demand trends, pedagogical best practices, and student satisfaction;
6. Developing/monitoring/tracking key performance indicators (e.g., appropriate metrics/measures related to enrollment funnel, i.e., starting with headcounts of prospective students all the way to graduating seniors and active alumni);
7. Routinely reviewing university assessment data including indicators of quality learning outcomes and results of the senior/graduation exit survey and the Adult Student Priorities Survey (ASPS) to determine students' needs and to inform the development of strategies to improve student success/graduation;
8. Reviewing forms and protocols for student-faculty evaluations or course evaluations;

9. Routinely reviewing tuition and financial aid trends and competitive comparisons, and recommending Professional and Continuing Studies marketing, program development and expansion/strategies;
10. Identifying opportunities for expansion of nontraditional learning at Loyola and enhancement of existing programs;
11. Reviewing and implementing appropriate policies and procedures for delivery of evening courses/programs and services;
12. Reviewing partnership agreements pertaining to the online consortium program providers or any third party vendor relationships and recommending policies for administration of supplemental online course offerings, including guidelines for partnerships/relationships with external service providers for marketing, enrollment management, accreditation compliance, and other services;
13. Overseeing and recommending university short- and long-term marketing and recruitment strategies;
14. It shall report to the Provost and Vice President for Academic Affairs.

STANDING COMMITTEE ON THE COMMON CURRICULUM

Chairperson: A member selected by the committee

Secretary: Appointed by the Provost

Voting Members:

1. Two faculty members from the Humanities divisional faculty of the College of Humanities and Natural Sciences
2. Two faculty members from the Natural Sciences divisional faculty of the College of Humanities and Natural Sciences
3. Two faculty members from the College of Social Sciences
4. One faculty member from the College of Social Sciences representing the non-traditional/evening program from the College of Social Sciences
5. One faculty member from the College of Music and Fine Arts
6. One faculty member from the College of Business

Non-voting Members:

1. Provost or designee
2. One faculty member from the Loyola Jesuit Community
3. One faculty member from the University Library
4. One Student Government Association representative
5. One representative from the First Year Seminar Program
6. One representative from the Deans' Council

Terms:

1. Faculty member terms are for three years, staggered and renewable, as determined by each college's protocols/elections.
2. Student Government Association representative may be the Student Government Association President or appointed by the Student Government Association to serve an annual term (may be renewed).
3. First Year Seminar Program representative will come from the First Year Seminar Steering Committee, appointed by the Provost, and serve a three year, renewable term.
4. Deans' Council representative will be determined by the Deans' Council.

Purpose:

This committee reviews common curriculum course proposals and provides oversight of the Common Curriculum. This committee is also responsible for conducting a formal, ongoing and routine review and evaluation of the Common Curriculum.

Duties:

1. It shall serve as the review body for approval of all Common Curriculum course proposals; course approvals shall require a two-thirds vote by the SCCC for approval.
2. It shall provide oversight of the Common Curriculum program.

3. It shall evaluate the effectiveness of the Common Curriculum, as well as the effectiveness, composition, and processes of the SCCC, beginning three years after implementation and every five years thereafter, and report to the Provost, the Deans' Council, the University Courses and Curriculum Committee, the Standing Council for Academic Planning, and the College faculty assemblies.
4. It shall serve as the review board for reconciliation of conflicting requirements with degree programs across all colleges and majors, including professional and continuing studies (non-traditional/evening) programs. Reconciliation of conflicting requirements must be approved by the University Courses and Curriculum Committee.
5. It shall ensure that the Common Curriculum embodies the Ignatian vision of education and values.
6. It shall revise, as necessary, criteria which govern Common Curriculum course approval, course evaluation, course development, and course implementation. Revisions to criteria must be approved by the University Courses and Curriculum Committee.

STANDING COUNCIL FOR ACADEMIC PLANNING

Chairperson: Provost and Vice President for Academic Affairs

Secretary: Appointed by Chairperson

Voting Members:

1. Chairperson of the Council
2. One ordinary faculty member elected by the University Senate
3. Three ordinary faculty members from the College of Humanities and Natural Sciences elected by the faculty of the college without regard for department, with no more than one representative from any department
4. One ordinary faculty member from the College of Business determined by criteria internal to the college
5. One ordinary faculty member from the College of Music and Fine Arts determined by criteria internal to the college
6. One ordinary faculty member from the College of Law determined by criteria internal to the college
7. Two ordinary faculty members from the College of Social Sciences selected by ballot without regard for department, division, or school, with no more than one representative from any department, division, or school
8. One ordinary faculty member from the University Library
9. One decanal representative, with a decanal alternate selected by the Council of Deans

Non-voting Members:

1. Student Affairs Representative
2. Director of Institutional Research or delegate
3. Two student members from different colleges with two student alternates.

Terms:

1. Faculty members serve four-year staggered terms that are renewable.
2. The Decanal representative and alternate will serve two-year staggered terms that are renewable.
3. Student members serve one-year terms; the student members may serve a second term, if possible, at the request of the Council.
4. Student members are nominated by their Deans, and are subject to approval by the Provost and Vice President for Academic Affairs.

Purpose:

This Council is responsible for academic planning for the University.

Updated Text – Protocol revised by BOT on May 20, 2011

Duties:

1. It shall require, on a rotating basis, a Five-Year Plan from every academic department in the University, setting forth plans, goals, and objectives.
2. It shall assign areas of institutional research required for academic planning.
3. It shall assign *ad hoc* committees where needed for academic planning.
4. It shall coordinate its efforts with those of all other University groups engaged in academic planning (see for example UBC, Duty 2).
5. It shall gather information and make reports and recommendations to the President and the Board of Trustees regarding degrees and programs.
6. It shall review proposals for program inaugurations and discontinuances and evaluate such proposals on the basis of criteria voted on favorably by the University Senate and the President. SCAP will advise, in writing, the Board of Trustees, the President, and the University Senate concerning the proposed inauguration or discontinuance.
7. It shall meet on a fortnightly basis during the academic year and at the call of the Chairperson.
8. It shall review its membership every three years to determine if all constituents are represented.
9. It shall report to the Provost and Vice President for Academic Affairs.

STRATEGIC PLANNING TEAM

Chairperson: Provost and Vice President for Academic Affairs

Voting Members:

The following are members of the Strategic Planning Team:

1. Provost and Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President for Student Affairs and Associate Provost
4. Vice President for Institutional Advancement
5. Decanal Representative selected by the Council of Deans
6. Vice President for Mission and Ministry
7. Vice President for Enrollment Management and Associate Provost
8. Chairperson of the University Senate
9. President of the Student Government Association
10. Six elected members of the ordinary faculty (one from each college and the library).
11. Chair, Administrative Senate

Terms:

The elected members are chosen for three-year terms, staggered initially.

The Decanal representative will serve a two-year term.

Purpose:

The Strategic Planning Team is established by the President, approved by the Board of Trustees, and incorporated into the *Faculty Handbook*, as the primary planning unit at the university level. It is responsible to the President for university planning and for recommending the annual objectives of the University. In addition, it ensures that effective planning takes place at all levels of the University. Like all other campus committees, the Strategic Planning Team is advisory in nature.

Duties and Procedures:

1. It reviews annually the progress made in achieving the “University Mission Statement,” the “Loyola University New Orleans Statement of Educational Purpose,” and the “University Strategic Plan”.
2. It follows the Strategic Planning Team calendar, meeting at least monthly during the academic year and at the call of the chairperson.
3. It gathers information and assessment data regarding the institutional effectiveness of the University. It informs and seeks input from the faculty, staff, Student Government Association, and the University Senate regarding its recommendations and other matters.

Updated Text – Name Change & Protocol Revised by BOT on May 20, 2011

4. It votes on all major strategic, academic, and administrative plans and presents recommendations to the President and the Board of Trustees regarding all matters of strategic, operational, and annual planning at the University.
5. It may establish *ad hoc* committees where needed for university planning.
6. At its meetings the presiding chairperson follows the ordinary rules of parliamentary procedure. The chairperson develops the agenda. The agenda includes an open period in which any member may introduce items of concern to the whole Strategic Planning Team.
7. The meetings of the Strategic Planning Team are open to all members of the faculty and staff.
8. The work of the Strategic Planning Team is reviewed annually to insure that information is flowing effectively between representatives and those they represent, and that academic matters are prioritized.
9. Changes in this protocol may be made at any time by the President in accord with the norms of the *Faculty Handbook* (Confer Chapter 14 and Page 16-1).

UNIVERSITY BUDGET COMMITTEE

Chairperson: Provost and Vice President for Academic Affairs

Voting Members:

1. Provost and Vice President for Academic Affairs
2. Vice President for Student Affairs and Associate Provost
3. Vice President for Enrollment Management and Associate Provost
4. Vice President for Institutional Advancement
5. Vice President for Finance and Administration
6. Decanal Representative, with a decanal alternate selected by the Council of Deans for a two-year term
7. Vice President for Mission and Ministry
8. Two members of the Ordinary Faculty elected by the Senate for two-year staggered terms
9. Chair, Administrative Staff Senate
10. A student representative appointed by the Student Government Association for a one-year term

Purpose:

This committee has the responsibility to prepare the annual Budget and to recommend the budget to the President.

Duties:

1. It shall make recommendations to the President regarding financial policy.
2. It shall maintain close liaison with SCAP, since it is the Budget Committee's responsibility to allocate resources in line with priorities enunciated by SCAP, and it is SCAP's responsibility to plan realistically for the future within the limitations placed by the Budget Committee. SCAP outlines priorities; the Budget Committee outlines the budget in line with Board-approved priorities.
3. It shall meet on a regular basis, during the fall semester and weekly as target dates approach.
4. It shall report to the President.

UNIVERSITY COMMITTEE ON INTERNAL GRANTS

Chairperson: A member selected by the Committee

Voting Members:

Seven members of the Ordinary faculty, with representation as follows:

1. Two from the College of Humanities and Natural Sciences (one representing Humanities, and one representing Sciences)
2. One from the College of Social Sciences
3. One from the College of Music and Fine Arts
4. One from the College of Business
5. One from the College of Law
6. One from the University Library
7. One alternate shall be appointed for each College and the University Library.

Non-voting Members:

1. The Director of Grants & Research (ex officio)

Members are appointed by the Provost and Vice President for Academic Affairs upon the recommendations of the Deans.

Terms:

All members serve three (3) year terms. Terms are staggered. Members may serve more than once but may not serve consecutive terms.

Purpose:

This Committee shall be responsible for supporting scholarly/creative activities, Teaching effectiveness, and professional development. It shall serve as a recommendation committee to the Provost and Vice President for Academic Affairs on the rewarding of internal faculty grants and the Marquette Fellowship program.

Duties, procedure and policies:

1. It shall recommend to the Provost those proposals for support of scholarly/creative activities and teaching effectiveness/professional development enhancement that the committee deems qualified for financial support from the university.
2. It shall annually assess funding amounts for the various grants categories and may propose to the Provost changes and increases in award limits for each category of grants.
3. It shall review, on an ongoing basis, the needs for additional types of faculty grants, and may recommend changes to the Provost and Vice President for Academic Affairs.

4. It shall establish and disseminate procedures through which faculty members may apply for support of these activities and projects. It shall annually review its policies and procedures in order to ensure that the process of application is clear and accessible to the faculty.

5. It shall meet at the call of the Chairperson. Alternates must attend in the place of any committee member who cannot be present. If a member is applying for a grant or fellowship, the member must excuse him-or herself from the grant cycle in which that set of applications will be discussed and the appropriate alternate must attend as a substitute.

6. It shall report to the Provost and Vice President for Academic Affairs.

UNIVERSITY CONCILIATION COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Members of the Ordinary Faculty, one from each College of the University, and one from the University Library.
2. Members of the Ordinary Faculty, one from each College, and one from the University Library, shall be alternates.
3. Members of Rank and Tenure Committees of the University or of any College and all administrative officers of the University are ineligible for simultaneous membership on the Committee.
4. An alternate shall be selected to serve when a member is unavailable, or has been successfully challenged for cause, or is excused, or recuses himself or herself.

Terms:

1. The members and alternates shall be elected for three-year terms by a majority of those members of the Ordinary Faculty from each College who cast a vote.
2. A faculty member(s) and the administrators concerned in a matter before the Committee may challenge any member for cause; a decision for recusal to be made by other members of the Committee.
3. Any member of the Committee may be excused from serving in a particular instance if contact with the persons or the issue involved would make impartiality difficult.

Purpose:

This Committee shall make informal attempts to effect adjustment of grievance of any faculty member.

1. This Committee shall conduct informal inquiry, in an attempt to effect an adjustment in cases of dismissal for cause (see Chapter 9, Section C-2-b) of a faculty member with tenure or with a special or probationary appointment before the end of the specified term.
2. It shall review, upon written request of a faculty member, recommendation or decision against renewal of probationary appointment allegedly based on inadequate consideration in terms of relevant standards of the University. (See Chapter 4, Section G.)
3. It shall investigate and make informal inquiry into an allegation in writing by a faculty member on probationary or other non-tenured appointment that a decision not to reappoint him or her was based significantly on considerations violative of (a) academic freedom or of (b) policies on making reappointments without discrimination with respect to race, color, religion, sex, handicap, age or national origin. (See Chapter 1, Section E and Chapter 8, Section C.)

4. It shall review, upon written request of a faculty member or someone representing the faculty member, a decision to terminate an appointment with tenure, or a probationary or special appointment, before the end of the specified term for medical reasons. (See Chapter 9, Sections A-8 and D.)
5. It shall review, if the faculty member so requests, evidence for suspension for medical reasons. (See Chapter 9, Sections B and D.)
6. It shall render a judgment to appropriate University administrators concerning suspension of a faculty member because of alleged harm in the absence of a suspension. (See Chapter 9, Section B.)
7. It shall receive petitions for redress from any faculty member alleging cause for grievance in any matter. The Committee shall have the right to decide whether or not the facts merit a detailed investigation, but must investigate if a faculty member alleges violation of academic freedom or of policies against discrimination with respect to race, color, sex, handicap, age, or national origin. (See Chapter 1, Section E and Chapter 8, Sections C and D.)
8. It shall meet at the call of the Chairperson.
9. It shall report to the President of the University and to the University Senate.

UNIVERSITY *FACULTY HANDBOOK* REVISION COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Three members of the Ordinary Faculty elected by the members of the University Senate.
2. Three members of the University administration appointed by the President.

Terms:

Three-year staggered terms.

Purpose:

This Committee shall be responsible for negotiating such changes to the *Faculty Handbook* as are proposed to it under the provisions of Chapter 14.

Duties:

1. It shall determine whether the proposed changes lie within the purview of negotiation by the Committee.
2. It shall promptly distribute its findings and conclusions to the University Board of Trustees, the President, and the University Senate.
3. It shall assure that all of the provisions and limitations as set forth in Chapter 14 are duly met.
4. It shall meet at the call of the Chairperson.
5. The first meeting of the academic year shall be called by the Provost and Vice President for Academic Affairs no later than October 1 of each year.
6. It shall report to the President of the University and the University Senate.

Updated text by BOT on May 20, 2011

UNIVERSITY RANK AND TENURE COMMITTEE

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Five tenured members of the Ordinary Faculty of the College of Humanities and Natural Sciences.
2. One tenured member of the Ordinary Faculty of the College of Business.
3. One tenured member of the Ordinary Faculty of the College of Music and Fine Arts.
4. One tenured member of the Ordinary Faculty of College of Law.
5. One tenured member of the Ordinary Faculty of College of Social Sciences.
6. One tenured member of the Ordinary Faculty of the University Library.

Terms:

1. Members shall serve three-year staggered terms, renewable once.
2. In the spring semester of each year, the Elections Committee of each College, following its normal procedures, will conduct a secret ballot among the faculty of each college to determine its representative(s). In case of a tie vote, a run-off election must be held.

Purpose:

This Committee serves as an appeals body primarily in cases of denial of rank and/or tenure.

Duties:

1. This Committee is essentially an appeals body, primarily in cases of denial of promotion and/or tenure.
2. A faculty member may appeal a decision concerning promotion or tenure to the URTC. The recommendation of the Committee on the appeal will be made in writing to the President. (These procedures are given in greater detail in other sections of this *Handbook*.)
3. A faculty member may appeal a termination notice that is based on medical reasons, program discontinuance or financial exigency. (These procedures are given in greater detail in other sections of this *Handbook*.)
4. It shall hear cases referred to it by the University Conciliation Committee. (See Chapter 4, Section G.)
5. The Committee shall meet at the call of the Chairperson.
6. It shall report to the President.

CHAPTER SEVENTEEN

OTHER MAJOR COMMITTEES OF THE UNIVERSITY

The Committees given in this Chapter represent the other major Committees of the University in which members of the Ordinary Faculty play significant roles.

Most meetings of University Committees are open to visitors with an interest in the activities of the Committee. An individual interested in the operation of any Committee is encouraged to contact the Chairperson of the Committee for more complete details.

Wherever an individual is listed by administrative title, that person holds the position *ex officio*. It is presumed that all members of a Committee have voting and proxy assigning privileges, unless it is specifically prohibited.

A committee member who has a conflict of interest in a subject matter under the jurisdiction of a committee shall recuse himself/herself or may be recused by the Committee Chair from voting, and voting shall be by secret ballot.

Faculty and staff members serving on college or university committees, especially those tied directly to Academic Affairs, are expected to represent the views of their constituents in discussion and voting, and submit brief written reports on relevant committee business and initiatives directly to their respective college Dean, chairs and directors at least once each semester.

Updated text – Policy updated by BOT on May 20, 2011

ASSOCIATE DEANS' COUNCIL

Chairperson: Associate Deans rotate as Chairperson

Secretary: A member selected by the Council

Voting Members:

1. The Associate Deans of the five colleges

Non-Voting Member:

1. Director of Admissions
2. Director of Administrative Services, Office of Student Records

Terms:

1. All members of the Council serve *ex officio*

Scope:

1. This Committee shall serve primarily as a forum for the exchange of information among the Colleges and between the Associate Deans and other units of the University.
2. It shall seek to devise potential solutions to common problems involving such areas as student records, calendars, and timely review of policies and procedures which impact upon the academic life of students enrolled at Loyola University New Orleans.
3. It shall strive wherever possible to establish uniformity among College practices and policies regarding such matters as academic suspension/dismissal, probation, and Deans' lists.
4. It shall seek to provide policy input to appropriate University committees.
5. It shall work with Student Affairs, the Director of Administrative Services in the Office of Student Records, and the Director of Admissions and Enrollment Management in the development and planning for registration, advising, and orientation activities.
6. It shall meet on a regular basis and at the call of the Chairperson.
7. It shall report to the Administrative Council.

Updated text approved by BOT May 20, 2011

BIEVER GUEST LECTURES COMMITTEE

Chairperson: A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Six members of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs with the advice of the Chairperson.

Non-Voting Members:

1. Director of the Danna Center and Student Activities

Terms:

1. All voting members serve renewable, three-year staggered terms.

Scope:

1. This Committee is responsible for the annual Biever Memorial Lectures held on the campus. It is also responsible for the funding of modest requests for College or departmental speakers where the request is judged to be sufficiently meritorious.
2. The Chairperson is to act as budget head for the Committee account.
3. Top priority is to be given to speakers who will have the most universal appeal and whose presence will enhance the intellectual and creative atmosphere of the University.
4. On a strictly voluntary basis, the Committee shall encourage collaboration of all other University groups with an interest in attracting outside speakers.
5. As far as possible the Committee shall coordinate Loyola University New Orleans's lectures with those scheduled at other universities to avoid major conflicts.
6. It shall meet at the call of the Chairperson.
7. It shall report to the Provost and Vice President for Academic Affairs.

ENROLLMENT MANAGEMENT COMMITTEE

Chairperson: Vice President of Enrollment Management

Voting Members:

1. Two ordinary faculty appointed by the Senate
2. Two ordinary faculty appointed by the Provost
3. One SGA representative
4. Student Affairs representative
5. Finance representative
6. Institutional Advancement representative
7. Associate Dean representative appointed by the Associate Deans' Council

Non-Voting Members:

1. Chairperson of the committee
2. Director of the Office of Scholarships and Financial Aid
3. Director of Admissions
4. Retention and Student Success Coordinator

Terms:

1. Faculty members serve staggered three year terms.
2. The student representative serves a renewable one year term.
3. Associate Dean serves staggered two year terms.
4. Other members serve indefinite terms.

Scope:

1. The committee is charged to review the Universities scholarship and financial aid policies, and to receive comments from other members of the community regarding them. The committee helps lead the oversight of student retention and the progression of key indicators. The committee also helps oversee the awarding of scholarships. The committee will advise the vice president for enrollment management in admissions standards, especially as they relate to specific undergraduate and graduate (non-law) programs. In rare cases, the committee will render admissions decisions.
2. The committee shall meet at the call of the chairperson.
3. It shall report to the Provost through the chairperson.

Updated Text- Reconfigured Committee – name change & protocol revision by BOT on May 20, 2011

GRADUATE FELLOWSHIPS COMMITTEE

Chairperson: A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson of the Committee
2. Four members of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs

Terms:

1. All appointments are for indefinite terms

Scope:

1. This Committee is responsible for the coordination of student applications for the various graduate fellowship programs such as the Truman Fellowships, Rhodes Scholarships, etc.
2. It shall publicize such programs at the appropriate times, disseminate information concerning them, and encourage faculty recommendations and student applications.
3. It shall act as a review and selection board for applicants, and shall assist the nominees with their applications to the various programs.
4. It shall also act as a clearinghouse for information on various faculty fellowships, and it shall assist faculty applicants in any way it can. Research grant applications by faculty members are handled by the Director of Grants and Research.
5. It shall meet upon call of the Chairperson.
6. It shall report to the Provost and Vice President for Academic Affairs.

INTERNATIONALIZATION REVIEW AND ADVISORY COMMITTEE

Chairperson: A member of faculty appointed to committee

Secretary: Director of Center for International Education

Voting Members:

1. Five members of the Ordinary Faculty one from each of the Colleges appointed by the Deans of the respective Colleges following consultation with the Director of the Center for International Education
2. Representative from University Mission and Ministry
3. Director of Risk Management
4. Director of Admissions
5. Director of Center for International Education

Terms: Three year staggered terms for college representatives and staff not designated by position.

Scope:

1. This committee will review and assess the university's efforts in internationalization.
2. It serves as an advisory board for all internationalization activities at Loyola.
3. It is responsible for all policies and procedures for study abroad as well as reviewing new study abroad programs and other international academic and service initiatives of the university.
4. It reviews curriculum and/or risk management issues regarding study abroad, exchange programs, and other international academic and service initiatives of the university.
5. It recommends affiliations with other study abroad programs and institutions.
6. It coordinates and evaluates program review with the colleges.
7. It shall meet a minimum of once a semester.

New Committee – Approved by BOT on May 20, 2011

STANDING COMMITTEE ON ONLINE EDUCATION

Chairperson: Appointed by Committee

Secretary: Appointed by Chairperson

Voting Members:

1. Representative from College of Humanities and Natural Sciences
2. Representative from College of Social Sciences
3. Representative from College of Business
4. Representative from College of Music and Fine Arts
5. Representative from College of Law
6. Representative from University Library
7. Representative from Units with Approved Online Programs (1 member)
8. Curriculum Developer, University Library (ex officio)
9. Director of Online Education (ex officio)¹
10. Vice Provost for Information Technology (ex officio)
11. Associate Vice President of Business and Finance (ex officio)
12. Representative from Professional & Continuing Studies (ex officio)

Terms:

Members are appointed by the Provost, in consultation with each respective Dean, to three-year terms, (staggered and renewable), on recommendation of the vice presidents/deans, based on division/college protocols. Appointed members shall have previous experience with online programs or courses. Members from units offering online programs serve for one-year appointments on a rotating basis.

¹ The Sr. Vice Provost for Academic Affairs will serve on the committee until the Director is hired.

Purpose:

This committee is responsible for overseeing the implementation of online education initiatives that grow out of college and university planning. This committee is not involved in college or university curricular decisions; instead, the committee will recommend and oversee policies, resource allocations, and procedures related to online program/course development, quality standards, pedagogy, delivery, course/program assessments/reviews, and administration of all online offerings at the university.

Duties:

1. It shall approve and oversee policies for the design, production, delivery, and learning assessment of online programs and courses, credit and non-credit, undergraduate and graduate.
2. It shall approve guidelines, templates, and methods based on best practices for online education in the context of Jesuit education, including pedagogy, course design, faculty support, technical support, and delivery.
3. It shall review proposals for new online programs to ensure proposed programs meet the standards established by the university.
4. It shall develop and maintain protocols for review of online courses to ensure courses meet the standards established by the university.
5. It shall review the current status of online courses and programs (i.e., quality and range of offerings) including an evaluation of the impact of online courses/programs on traditional campus curricula, assessment of students currently supplementing their degree requirements with online courses, and future projections of online demand for courses/programs.
6. It shall review current third party vendor relationships and recommend policies for administration of online offerings, including guidelines for partnerships with external service providers, marketing, enrollment management, and accreditation compliance. In conjunction with the university attorney, review and approve agreements with external service providers, including RFPs, proposals, and contracts.
7. It shall review budgetary processes and recommend funding formulas for online program development and expansion (including consideration of faculty course load issues and faculty development needs).
8. It shall review forms and protocols for the evaluation of online courses.
9. It shall review aggregated results of online course evaluations.

10. It shall develop and review accounting metrics/headcounts/retention indicators.
11. Each member of the committee shall be responsible for routinely and regularly reporting back /providing updates on the work of the committee to his or her respective college or unit; and for continuously gathering input from that college or unit to ensure wide faculty and staff representation in the work of the committee.
12. It shall communicate to the campus community, on an ongoing basis, about national trends in online teaching and learning; pedagogical best practices; existing online programs at Loyola; and opportunities for expansion of online education at Loyola.
13. It shall report to the University Courses & Curriculum Committee and submit an annual report to the Office of the Provost.
14. It shall meet twice during the academic year and/or at the call of the Chairperson.

New Committee Approved by BOT on March 9, 2012

STANDING COMMITTEE ON STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

Chairperson: A member selected by the Committee

Secretary: A member selected by the Committee

Voting Members:

1. Three members of the Ordinary Faculty
2. Three members of the University administration
3. Three members of the University student body

Terms:

Voting members, with the representation noted, are appointed annually by the Vice President for Student Affairs. Members shall serve for one-year, renewable terms.

Scope:

1. This Committee shall be responsible for the interpretation and amendment of the Student Rights, Freedoms and Responsibilities document.
2. It shall review complaints concerning alleged violations of the document.
3. It shall work with other offices of the University to insure the implementation of the spirit and content of the document.
4. It shall serve as the hearing authority for all final challenges to the content of a student's record, as required under the provisions of Public Law 93-380, as amended.
5. It shall meet at the call of the Chairperson.
6. It shall report to the President through the Vice President for Student Affairs.

STUDENT AFFAIRS POLICY ADVISORY COMMITTEE

Chairperson: Vice President for Student Affairs

Secretary: A member selected by the Committee

Voting Members:

1. Three members of the Ordinary Faculty elected by the University Senate for two-year staggered terms.
2. Three members of the University administration appointed by the Vice President for Student Affairs
3. Three members of the University student body appointed by the Student Government Association

Non-Voting Member:

1. Chairperson of the Committee

Terms:

1. Faculty members are elected for two-year staggered terms. Administrator and student members are appointed annually; appointments may be renewed.

Scope:

1. This Committee shall serve as an advisory committee to the Vice President for Student Affairs in matters relating to the welfare of the students.
2. It shall review and make recommendations on all proposals for changing student life policies.
3. It shall meet at the call of the Chairperson.
4. It shall report to the Vice President for Student Affairs.

UNIVERSITY BOARD OF COMMUNICATIONS

Chairperson: Associate Vice President for Student Affairs

Secretary: A member selected by the Board of Communications

Voting Members:

1. Three members of the Ordinary Faculty elected by the University Senate for two-year staggered terms.
2. Three members of the University administration appointed by the Vice President for Student Affairs, including Chairperson
3. Three members of the University student body appointed by the Student Government Association

Terms:

1. Administrators and student members are appointed annually; appointments may be renewed.

Scope:

1. This Board is responsible to the President for functions which include the establishment and publication of appropriate procedures for the appointment and removal of editors and broadcast managers, and for:
 - a. the promotion of and attitude of Christian responsibility among all who contribute to the communications media;
 - b. the assurance that each of the media recognizes its obligations to itself, to University standards, and to the community at large; and
 - c. the promotion of adherence to the policies contained in Article IV, Section D, of the Loyola University New Orleans policy statement on Student Rights, Freedoms and Responsibilities.
2. It shall review complaints to determine whether policies or procedures of a particular communications medium have been followed. Complaints should be addressed to the Chairperson.
3. It shall meet at the call of the Chairperson.
4. It shall report to the President through the Vice President for Student Affairs.

UNIVERSITY COURSES AND CURRICULUM COMMITTEE

Chairperson: Provost and Vice President for Academic Affairs

Secretary: Assistant to the Provost and Vice President for Academic Affairs for Faculty Affairs or delegate

Voting Members:

1. Chairperson of the Committee
2. Dean of the College of Arts and Sciences
3. Dean of the College of Business Administration
4. Dean of City College
5. Dean of the College of Music
6. Associate Dean of the College of Arts and Sciences

Non-voting Members:

1. Director of Administrative Services
2. Secretary to the Committee
3. Observer, J. Edgar and Louise S. Monroe Library appointed by the Provost and Vice President for Academic Affairs

Scope:

1. This Committee is the central organization to oversee program, course and curricular matters of the undergraduate colleges and the Graduate Division of the University.
2. It shall study and approve or disapprove all proposals for addition, elimination, or modification of program and course offerings in the undergraduate colleges and the Graduate Division.
3. It shall, if necessary, recommend modifications or changes to, or elimination of, various portions of the proposals that come before it for approval, and send them back to the college courses and curriculum committee or the Dean or the department head for revision and re-submission to the Committee.
4. It shall meet on a monthly basis during the academic year, or more often at the call of the Chairperson.
5. It shall report to the Provost and Vice President for Academic Affairs

UNIVERSITY HONORS ADVISORY BOARD

Chairperson: Director of the University Honors Programs

Voting Members:

1. Chairperson of the Advisory Board
2. Three members of the Ordinary Faculty from the College of Arts and Sciences, one each representing the areas of the Social Sciences, the Arts and Humanities, and the Natural Sciences.
3. One member of the Ordinary Faculty from each of the other undergraduate colleges (3).

Terms:

1. The faculty members are appointed by their respective Deans, subject to the approval of the Provost and Vice President for Academic Affairs.
2. The faculty members serve three-year staggered terms.

Scope:

1. This Board shall make recommendations on policy for the University Honors Program and act in an advisory capacity to the Director of the Program.
2. It shall review criteria for the Honors Program, the policy statement contained in the Undergraduate Bulletin, and a "Guide to Honors Studies at Loyola".
3. It shall consider petitions from students who wish to enter the Honors Program at other than the initial point and who have been recommended by the Honors Program Director.
4. It shall review and consider the placing of Honors Students on probation and their removal from the program for failing to meet the academic and/or other requirements of the program
5. It shall meet at the call of the Chairperson.
6. It shall be responsible to the Honors Program Director who reports to the Provost and Vice President for Academic Affairs through the Dean of the College of Arts and Sciences.

UNIVERSITY LIBRARY COMMITTEE

Chairperson: A member of the Ordinary Faculty appointed by the Provost and Vice President for Academic Affairs.

Secretary: Dean of Libraries

Voting Members:

1. Chairperson of the Committee
2. One member of the Ordinary Faculty from each of the three undergraduate colleges and three members from the College of Humanities and Natural Sciences (1 each from Humanities, Behavioral/Social Sciences and Natural Sciences) appointed by the Provost and Vice President for Academic Affairs
3. Dean of Libraries
4. One student member nominated by the Student Government Association and approved by the Provost and Vice President for Academic Affairs

Terms:

1. The Chairperson serves a three-year term
2. The faculty members shall serve three-year staggered terms
3. The student member serves a renewable, one-year term

Scope:

1. This Committee has the responsibility to advise the Dean of Libraries and the professional staff of the Monroe Library on matters of general policy, procedures, goals and objectives.
2. It shall act as liaison between faculty members and library personnel in order to promote better understanding of common problems.
3. It shall promote among faculty members and students more effective use of library facilities and resources.
4. It shall keep itself fully informed on library interests and priorities.
5. It shall serve in an advisory capacity to the Dean of Libraries and as liaison between the library staff and the University Senate, the Standing Council for Academic Planning, and the Provost and Vice President for Academic Affairs.
6. It shall meet on a regular basis during the academic year at the call of the Chairperson.
7. It shall report to the Provost and Vice President for Academic Affairs through the Dean of Libraries.

UNIVERSITY PARKING COMMITTEE

Chairperson: A member appointed by the Vice President for Student Affairs

Secretary: A member selected by the Committee

Voting Members:

1. Chairperson
2. Two members representing the Ordinary Faculty elected by the University Senate
3. Two members representing the University administration appointed by the Vice President for Student Affairs.
4. Two members representing the University staff appointed by the Vice President for Student Affairs
5. Two members representing the University student body appointed by the Student Government Association
6. One Broadway Campus representative appointed by Vice President for Student Affairs

Non-voting Member:

1. Coordinator of Parking Services as advisor

Terms:

1. Appointments are made annually and may be renewed
2. Faculty members elected by Senate serve two-year staggered terms

Scope:

1. This Committee shall be advisory to the Vice President for Student Affairs on matters relating to the formulation of vehicle and parking policies for the University.
2. It shall review requests for special authorization to obtain parking decals.
3. It shall serve as an appeals board in matters of citations received for violations of the parking regulations
4. It shall meet on a regular basis or on the call of the Chairperson
5. It shall report to the Vice President for Student Affairs

UNIVERSITY SPACE ALLOCATION COMMITTEE

Chairperson: A member elected by the committee for a renewable two-year term

Secretary: A nonmember appointed by the Provost and Vice President for Academic Affairs

Voting Members:

1. Seven members of the Ordinary Faculty: two from Arts & Sciences and one each from Business, City College, Law, Music, and the University Library. Each member shall be elected by the faculty of his or her college.
2. Four *ex officio* members: Director of Administrative Services, Office of Student Records; Director of Physical Plant; Associate Vice President for Student Affairs; and a representative for the Provost and Vice President for Academic Affairs.

Terms:

1. Faculty members shall serve four-year staggered terms.
2. Other members shall serve *ex officio*.

Scope:

1. The Committee shall review proposals for the allocation, reallocation, or change in use of existing university space and shall make recommendations on those proposals to the Provost and Vice President for Academic Affairs.
2. It shall meet at the call of the Chairperson.
3. It shall report to the Provost and Vice President for Academic Affairs.

INDEX

Absence, leave of	6-6
Academic benefits	12-1
Academic freedom	4-9, 8-3
Academic leave	6-6
Academic Structure, University	3-1, 14-3
Academic units	3-1
Activities, on campus	7-1
Activities, political	7-1
Activities, scholarly	7-1
Adjunct professor	15-2
Administrative duties	6-3
Administrative Structure, University	2-1, 14-3
Advertising material	7-5
Advancement in rank, exception to norms for	4-5
Advancement in rank, norms for	4-1,4-5
Advising	7-2
Affirmative Action/Equal Opportunity Employment	1-14, 4-6, 14-3, 16-2
Annual review of non-tenured faculty	4-9
Appointment, first	4-1
Appointment, norms for first	4-1

Area Chairperson	3-4
Artist in Residence	15-2
Artistic creations	4-3
Assignments, teaching	7-3
Assistant	15-1
Assistant professor	4-2
Associate professor	4-3
Benefits, Fringe	12-1
Blameworthy implication in serious crime	9-2
Board of Trustees	2-1, 9-6, 14-1
Books published	4-3
Bookstore privileges	6-8
Budgetary control	8-2, 16-17
Candidate for an advanced degree	15-1
Catholic	1-2, 9-1
Catholic church	7-1
Catholic commitment	1-2, 1-9
Catholic morality	9-2
Causes of termination	9-1
Censorship	7-5
Chairperson, departmental	3-2
Character and Commitment Statement	1-10
Christian faith commitment	1-2

Christian morality	8-4
Christian revelation	8-4
Civil rights	4-9, 7-1, 8-5
College administrative structure	3-2
College Rank and Tenure Committee	4-7, 5-2, 9-4
Committees, University	16-1, 17-1
Community at large	1-4, 1-5, 1-10, 7-2
Community service	4-1, 4-4
Composer in residence	15-2
Conciliation committee	4-9, 8-5, 9-4, 16-17
Conditions of employment	6-3
Consultant	6-3
Contact hours (teaching load)	7-3
Continuing professional development	7-2
Contracts, general policy	6-1
Contracts of non-tenured faculty	6-2
Contracts of tenured faculty	6-1
Contractual agreement	6-1
Contractual responsibilities	6-7
Copyright policy	B-1
Counseling, academic	1-6, 7-2

Curriculum requirements	1-8, 8-1
Deans	3-1, 4-1, 4-5, 5-2, 6-6
Deans, assistant	3-2
Deans, associate	3-2
Degree equivalent	4-2
Degree, professional	11-1
Degree, terminal	4-2
Department, budget	3-3
Department, faculty meetings of	3-3
Derision of Catholic Faith	9-1
Dismissal, proceedings for faculty	9-3
Drama	4-3
Duties of faculty	7-2
Emeritus status	6-7
Employment, other occupation	6-3
Equal Employment Opportunity	1-13, 4-6
Equivalent ranks	15-1
Evaluation, peer	4-3
Evaluation, student	4-3
Exigency, financial	9-8
Exigency planning committee	9-8
Expert witness	6-3

Extraordinary faculty	4-1, 15-1
Faculty, full-time	6-3
Faculty, grievance procedure	8-5
Faculty handbook, contractual conditions	6-1
Faculty handbook revision	8-3, 14-1, 16-21
Faculty members of other institutions	5-1
Faculty members, new	4-6
Faculty members, non-tenured	6-2
Faculty members, non-tenured, annual review	6-2
Faculty members, tenured	6-1
Faculty, Professional Rights	8-1
Faculty participation in governance	8-2
Faculty status	7-5, 8-1
Financial exigency, procedures for termination for	9-8
Freedom of thought	8-3
Fringe benefits	12-1
Full-time employment	6-3
Goals of the University	1-2,1-14,14-3
Goals, support by faculty of	4-4,7-1
Governing body	2-1
Governance, faculty participation	8-2
Grading	7-2
Graduate courses	12-2

Grants, university committee on internal	16-20
Grave irresponsibility	9-1
Grievance procedure for faculty	4-9,8-4
Grounds for dismissal	9-1
History of the university	1-1
Ill health	9-2,9-7
Incompetence in teaching	9-1
Innovations in instruction	4-3
Instruction, creativity in	4-3
Instructional ranks	4-1
Instructor	4-2, 11-2, 15-1
Insurance benefits	12-1
Jesuit faculty members	8-1
Journals, learned	4-3
Law, College of	3-1, 4-8, 5-3
Leave, academic	6-6
Leave, sabbatical	6-4
Leave of absence without pay	6-7
Lecturer	15-1
Libraries, University	1-5, 11-1
Librarian, Law	11-6
Librarian, Leave policy	11-5, 11-10

Load, teaching	7-3
Loyola University Corporation	2-1
Medical benefits	12-1
Misrepresentation of facts	9-1
Music and Fine Arts	3-1
Negotiations for new appointments	4-6
New course preparations	7-4
Nine-month contracts	10-1
Non-Catholic scholar	8-4
Non-tenured faculty, annual review	4-8
Norms for appointment and advancement	4-1
Notice of non-renewal of contract	4-9, 6-2
Office hours, scheduled	7-2
Ordinary Faculty	4-1
Ordinary Faculty, contractual status	6-1
Outside employment	6-3
Papers, published	4-3
Participation in governance, by faculty	8-2
Patent policy	B-1
Performances	4-3
Personal views	7-1, 7-5
Planning	1-6
Political activity	7-5

President	2-2, 4-1, 14-1
Private and personal life	9-1
Probationary service	4-9
Procedural rights	9-2
Procedural standards	9-3
Product, sale or commercial use of	7-5
Professional Responsibilities of Faculty	7-1
Professional Rights of Faculty	8-1
Professor	4-4, 11-4, 11-9
Professor, adjunct	15-2
Professor, assistant	4-2, 11-3, 11-8
Professor, associate	4-3, 11-3, 11-9
Professor, research	15-1
Professor, university	4-5
Professor, visiting	15-1
Professorial lecturer	15-1
Promotion in rank, procedure for	4-7
Protection of rights	7-1
Provincial Superior of the New Orleans Jesuits	8-1
Public opinion	2-2, 7-5
Publication	4-3, 7-2, 7-5, 9-1
Rank, academic	4-1, 4-7, 11-1, 11-6
Recruitment	4-6

Religious development	4-4
Research	4-3, 7-2, 7-4, 9-1
Research Corporation agreement	B-2
Research professor	15-1
Responsibilities, Professional	7-1, 9-1
Retirement	6-7
Retirement benefits	12-1
Review, annual, of non-tenured faculty	4-9
Review procedures, non-renewal of appointments	4-8
Revision, Faculty Handbook	14-1
Rights, Professional	8-1
Rights, protection of	7-1
Rules of procedure	9-3
Sabbatical leave	6-4, 11-5, 11-10
Salary	4-6, 6-1
Scholarly interest	1-4, 4-3, 4-6, 7-2
Senate, University	8-3, 9-8, 13-1, 14-2
Service, community	1-4, 1-10, 4-4, 7-2
Sexual Harassment, Policy & Procedure	1-15, 1-16, 1-17
Society of Jesus	1-1, 1-3, 1-12, 8-1
Standing council for academic planning	1-4, 9-7, 16-12

Stipend	3-4
Students	1-6, 1-11, 2-3, 7-2, 8-4
Student counseling	4-4, 7-2
Summer Session	10-1
Support of institutional goals	7-1
Suspension of faculty status	9-2
Teaching	1-7, 4-1, 4-3, 7-2
Teaching assignments	7-3
Teaching assistant	15-1
Teaching of any course beyond those assigned	6-3
Teaching responsibilities	7-2, 9-1
Tenure	5-1, 6-1, 8-2, 11-5, 11-10
Tenure, procedure for acquiring	5-2, 11-5, 11-10
Tenure, relinquishing	4-1, 6-2
Termination of Faculty Appointments	9-1
Termination because of discontinuances	9-7
Termination for cause, formal procedures for	9-3
Termination for medical reasons	9-7
Termination, notice of	9-9
Travel, approval for	6-5
Trustees, board of	2-1,9-6,14-1
Tuition remission	12-2
Twelve-month contract	6-3,10-1

University conciliation committee	4-9, 8-5, 9-4, 16-17
University Corporation	2-1, 14-3
University Corporation, By-Laws	A-8
University Corporation, Charter	A-1
University, ex officio members	2-1
University officials	2-1
University professor	4-4
University rank and tenure committee	4-5, 4-7, 5-2, 8-5, 9-4, 9-7, 16-22
University Senate	8-3, 9-8, 13-1, 14-1
Vice President for Academic Affairs	2-3,3-1,4-1,4-5,5-1,6-1,6-6
Vice President for Business and Finance	2-4
Vice President for Institutional Advancement	2-4
Vice President for Student Affairs	2-3
Visiting professor	15-1
Witness, expert	9-5
Writer in residence	15-2